



HAMILTON ELEMENTARY SCHOOL PTA

5625 Northfield Parkway | Troy, MI 48098 | Phone: (248) 823 - 4400 | Fax: (248) 823 - 4413

ORIGINAL RECEIPTS / DOCUMENTATION OF PURCHASE MUST BE ATTACHED AND SUBMITTED TO THE PTA MAIL BOX FOR REIMBURSEMENT.

DATE	
AMOUNT	
PREPARED BY	
MAKE CHECK PAYABLE TO	
FOR PURCHASE / PURPOSE OF (PROVIDE DETAILS)	

Please indicate the budget to withdraw the reimbursement:

	ADMINISTRATION		PARENT – CHILD EVENTS
	ASSEMBLIES		ROOM PARENT COORDINATOR
	BAGEL DAYS		SERVICE SQUAD
	CLUBS		SPIRIT WEAR
	COMMUNICATIONS		STAFF APPRECIATION
	DONATIONS		STUDENT COUNCIL
	FAMILY PICNIC		STUDENT WEEKLY NEWS
	FIFTH GRADE CLASS PARTY		SUPPLEMENTAL BOOKS
	JOG-A-THON		TEACHER GRANTS
	NEWCOMERS / KINDERGARTEN WELCOME		WEBSITE
	MAJOR PROJECT / OTHER		

Please indicate how you would like to receive your reimbursement check:

- ☐ **Send home in my child's red folder:**

Child's Name, Grade, & Teacher _____

- ☐ **OR, other arrangements (i.e. mail directly to vendor, leave in PTA mailbox):**

PTA President will review and approve requests within 5 school days from receipt. In the event the PTA President is not available, the PTA Vice President is authorized to approve on the PTA President's behalf. All requests made by staff may be reviewed by the Principal prior to reimbursement.

The PTA Co-Treasurers will issue reimbursement checks within 5 school days of authorized approvals.

APPROVED BY: _____ **DATE:** _____

TREASURER USE ONLY:

Check # _____ Date Issued: _____