

H.B. du Pont PTA Committee Request for Reimbursement

Please attach all relevant receipts in an envelope and return to Kristy Adkins, PTA Treasurer. This can be left in the Treasurer's folder in the Office, or mailed to 8 Fox Chase Lane, Hockessin, DE 19707. Questions? Email kla3170@comcast.net.

Date: _____

Check Payable to: _____

Mail to: _____

Phone # and/or Email: _____

Please list each receipt separately, with
description of expense: _____ Amount:

Total: \$ _____

Committee Chair Signature & Event:

*****Note** Receipts must be turned in within 30 days of incurring expenses, and no later than June 10, 2011. Receipts which are not clearly legible can not be reimbursed, so please ensure that all receipts are legible and all items accountable.***

For Treasurer's Use Only:

Approved by: _____

Date Issued: _____

Check #: _____

Amount of Check: \$ _____

Budget Line Item: _____