



Highland Park PTA

Reimbursement/Expense Request

To submit a reimbursement request, please complete this form, attach required original receipts/invoice, and turn in to the PTA mailbox. Sales tax is not reimbursable. A copy of our tax exemption can be found on the PTA website. Once reimbursement has been issued, please deposit checks within 90 days. After 90 days checks will be canceled! If you have any questions, please reach out to a PTA board member or email hpepta@gmail.com.

2023-2024 Reimbursement Request Deadlines

Standard reimbursement requests should be submitted within at least 60 days following expense.
*All standard requests **MUST** be received by May 31, 2024.*

****NEW**** Certified Staff Reimbursement Requests must be submitted by December 14th, 2023.

Date Submitted:		Submitted By:	
Phone/Email		Check Payable To:	
Total Amount Spent:			
Category/Event:			
Reimbursement Options:	<input type="checkbox"/> Leave check in the HPE Office for pick up <input type="checkbox"/> Send home with my child _____ in _____'s class (Treasurer will let you know when to expect the check) <input type="checkbox"/> I will make arrangements with the treasurer		

Treasurer Use Only

Debit Card or Check #:			
Amount Paid:		Date Paid:	
Budget Category:			
If not budgeted, approved by:			
<p>***If the expense is a non-budgeted item document the date budget was amended and attach the meeting minutes noting approval***</p> <p>***Non-budgeted expenses must be approved by the President***</p>			
President's Signature:			
Treasurer's Signature:			
<p><i>Please contact the PTA Treasurer with any questions at hpepta@gmail.com.</i></p>			