

Yorktown High School PTA
5200 Yorktown Boulevard
Arlington, VA 22207

2022-2023 REIMBURSEMENT AND CHECK REQUEST FORM

Instructions:

- 1) Please *complete* this form and attach the original receipt AND a photocopy of your personal check/customer copy of your credit card statement.
- 2) Obtain the authorized signature from either Katrina Brubaker, President president@yhspta.org, or Michelle Cowan, Treasurer (see contact info below.).
- 3) Mail (or scan) the *approved* form and receipts to Michelle Cowan, 4861 Little Falls Road, Arlington VA 22207. You can also leave the form and receipts in the PTA mailbox in the Yorktown Main Office.

*Questions: Michelle Cowan, Treasurer, treasurer@yhspta.org and mcowan@arlingtonva.us
or 703-332-9138*

Date: _____

Submitted by: _____

Phone/Email (for any questions): _____

Amount: \$ _____

Check Payable to: _____

Preferred Means of Delivery (include mailing address if preferred):

Description of the expense:

Authorizing Signature:

Print Name:

For Treasurer use only - Budget Line Item: _____