

ESSEX FELLS PTA

Submitted by: _____

Check to be sent to:	
Name:	_____
Address:	_____

Email:	_____
Phone:	_____

Committee: _____

Amount: _____

Approved by: Chair _____ President _____ Other _____

Signature of Chair/Pres or Other: _____

Date Paid _____ Amt _____ Ck # _____

Date of Purchase	Property/Purpose	Miscellaneous	Parking	Tolls/Cabs	Meals	Total
TOTALS						

Please attach receipts to this form and give to the treasurer, or drop into the PTA mailbox. No reimbursements will be made without a receipt and signature. All reimbursements must also be submitted no later than 90 days from the date on the receipt.

Essex Fells PTA purchases are exempt from sales tax. Therefore, we cannot reimburse any taxes incurred. To receive a copy of the Form ST-5 that you must present to vendors to avoid the sales tax, please contact me in advance of your purchase.

Thank you,

Lindsey Mazzara, Treasurer
lindseymazzaragmail.com
 (708) 903-1207