

Roger Ludlowe Middle School PTSA
 689 Unquowa Road
 Fairfield, CT 06824
 www.rlmspta.com

Roger Ludlowe Middle School PTSA **EXPENSE** Form

Before submitting this form, please check the following:

- Make sure expenditure was approved by Committee Chair and is **WITHIN BUDGET LIMIT**.
- Remember to use our **SALES TAX EXEMPTION!** Sales tax will **not** be reimbursed.
- Please staple all receipts, bills, and/or supporting materials to this form.
- Complete the detail below.
- Receipts must be submitted within **30 days** of when you incur the expense.
- For end-of-year committees, **ALL RECEIPTS MUST BE RECEIVED BY JUNE 30, 2011.**
- Please hand-deliver or mail to:
 Claudine Mears
 44 Bay Edge Court
 Fairfield, CT 06824
 203-259-4971
 claudinemears@gmail.com

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Date Submitted To PTSA Treasurer: _____

Reimbursement Check Payable To: _____

Mail Check To: _____

Email or Phone Number in Case of Questions: _____

Event/Committee Supported or Reason for Request: _____

Date of Purchase	Vendor Where Purchased	Description (i.e. "Food for Teacher Luncheon)	Amount Spent
			\$
			\$
			\$
			\$
TOTAL AMOUNT OF REIMBURSEMENT			\$

All receipts/invoices must be attached.

Treasurer's Use Only

Date Received _____ Check Date _____ Check # _____ Amount _____

Account/Budget # _____

Authorized Signature _____

Authorized Signature _____

If you have any questions, please contact Claudine Mears -claudinemears@gmail.com or 203-259-4971.