

**EXPENSE REIMBURSEMENT REQUEST**  
**JAMES HUBERT BLAKE HIGH SCHOOL PTSA**

*Please use a separate form for each Budget Category.*

Questions? Email [treasurer@blakeptsa.org](mailto:treasurer@blakeptsa.org)

DATE: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

BUDGET CATEGORY: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Note:** Requests must be approved by a Committee Chair.

APPROVED BY: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

ADDRESS: *(Please enclose a self-addressed, stamped envelope.)*

\_\_\_\_\_

\_\_\_\_\_

TREASURER: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK #: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_