

ACCESS ACADEMY

REIMBURSEMENT REQUEST FORM

Please submit the completed form to the PTA Treasurer. The form can be put in the Access PTA box located in the school office or mailed to Access PTA, 4013 NE 18th Ave, Portland, OR 97212.

Today's Date

Item Purchased

Purpose/Use

Amount

Date of Purchase

Location of Purchase

Purchased By

Purchase Pre-Approved By (PTA Officer/Meeting Date)

Purchaser's Information:

Address

Contact Info. (Phone/Email)

Please attach the receipt(s) to this form (either below or on a separate sheet) prior to submitting the form. The reimbursement request cannot be processed without the receipt(s).