



JENKS SOUTHEAST PTA REIMBURSEMENT REQUEST

Payable to (include address):

Amount Requested for Reimbursement (total of expenses below):

\$ _____

Summary of Expenses (Please attach all receipts):

<u>Date</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
Total		\$ _____

Submitted By: _____ Date: _____

Please submit **WITHIN 30 DAYS** to:

Lisa Philpott, Treasurer
4505 E. 107th Street
Tulsa, OK 74137

TREASURER USE ONLY:

DATE PAID: _____ CHECK # _____

ACCOUNT CHARGED: _____
