



For Treasurer's Use Only:
Date: _____
Check #: _____
Amount: _____

PTIA Request for Reimbursement or Payment

*Use this form to request reimbursement or payment when you have receipts or invoices.
Please complete all information!*

COMMITTEE(s): _____

MAKE CHECK PAYABLE TO: _____

Teachers and Staff Only: Leave check in staff mailbox (allow 10-14 days)

PayPal to: _____

Please mail check via USPS to:

ADDRESS: _____

AMOUNT REQUESTED: _____

Attach all receipts or invoices, either originals or copies to receive your reimbursement or payment by mail. The PTIA will reimburse for shipping and sales tax; however for larger purchases please inquire with the merchants on how to use our Michigan tax-exempt form—copies are available in the PTIA Google Drive.

REASON FOR REQUEST: _____

SUBMITTED BY: _____ DATE: _____

PHONE OR EMAIL: _____

COMMITTEE CHAIR SIGNATURE: _____

Please place the completed form with attached receipt(s) in the PTIA's blue mailbox outside the main office. For questions, contact the PTIA Treasurer - Laura Dobrzynski email: okmatreas24@gmail.com or text at 248-701-8070. Allow 7-10 days for checks to be received, or contact the Treasurer personally to arrange expedited payment.