

Fairfield Woods Middle School PTSA
Expense Reimbursement
2018-19

Thank you for submitting your expenses. In order to expedite your request, please submit all requests **within one (1) month of the expense.**

- Complete ALL information.
- Attach supporting documentation (receipts, invoices, etc.).
- Submit to "Treasurer" in the Treasurer's mailbox in the FWMS mailroom.
- Questions? Contact the Treasurer, Melvin Encarcion, at melvind139@yahoo.com.

Date: _____ Amount: \$ _____

Committee/Budget Item: _____

Purpose / Description of Expense:

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Requested by: _____

Phone: _____ Email: _____

Payable to: _____

____ Leave in Treasurer's mailbox
for pick up at school

____ Leave in my staff mailbox

____ Mail to: _____

____ Other: _____

Approval: _____ (President) _____ (Chair)
_____ (Treasurer)

-----This section to be completed by Treasurer-----

Budget Category: _____

Date of Check: _____

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Check Number: _____
Amount of Check: _____