



## SVE PTA REQUEST FOR REIMBURSEMENT

**Instructions:**

- **The receipt(s) should contain ONLY PTA purchases.** Do not combine PTA purchases with personal purchases.
- Attach the **original** receipts to this form, including any return receipts.
- Please submit all receipts **within 60 days** of the purchase or the last day of school, whichever comes first.
- A reimbursement check will be mailed to your address unless you provide different instructions.
- Email any questions to [SVERocks@gmail.com](mailto:SVERocks@gmail.com)

**Date:**

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**Name:**

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**Email Address:**

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**Mailing Address:**

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**Amount Requested:**

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**Committee/Purpose:**

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**Details:**

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**PLEASE ATTACH ORIGINAL RECEIPT HERE**