**Deephaven Elementary PTA**

**Expense/Payment Reimbursement Form**

**Please email this completed form and receipts to** [**ptadeephaven@gmail.com.**](mailto:ptadeephaven@gmail.com)

Note: Expense reimbursements are typically processed every weekend. To be included in the weekend batch, please provide the completed form and receipts by noon on Friday. You will receive a check from Huntington about 2 weeks after the reimbursement is processed – please note the envelope that contains the check is smaller than a normal envelope.

**Required Information for Reimbursement:**

**Date:**

**Name:**

**Address:**

**Phone:**

**Email:**

**Committee or Event:**

**Description of Purchase**:

**Amount to be reimbursed (attach receipt):**

**Reimbursement Information, If Different From Above:**

**Name:**

**Address:**

**Phone Number:**

**Email address:**