



REQUEST FOR REIMBURSEMENT OR PAYMENT

Use this form to request reimbursement or payment when you have receipts or invoices. All information must be complete and legible:

MAKE CHECK PAYABLE TO:

NAME: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

COMMITTEE/EVENT:

(Use separate forms for each committee/event)

AMOUNT REQUESTED:

(Please attach all receipts or invoices)

REASON FOR REQUEST:

(Examples: Reimbursement for personal funds spent on Brain Break food and supplies/ Photographer fee for Senior All Night Party)

SUBMITTED BY: _____

PHONE#: _____

EMAIL: _____

DATE: _____

RECEIPT ATTACHED? YES NO, please explain why _____

Please mail this completed form with attached receipts(s) to:

International Academy - PTIA East
c/o Treasurers: Raju N. / Rashmi S.
1291 Torpey Drive
Troy, Michigan 48083-5444

-or-

Deliver to the PTIA East mailbox in the IA East Main Office

For Treasurer's Use:

Check#: _____ Date: _____

Amount: _____

If you have any questions, please contact PTIA East Treasurer, Reshmi S. 1-734-890-6814