Parents & Teachers of the International Academy East

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 Alpa Tripathi**

**1291 Torpey Drive**

**Troy, Michigan 48083-5444**

**-or-**

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

 **ForTreasurer’s Use:**

Check#: Date: Amount:

If you have any questions, please contact PTIA East Treasurer, Alpa Tripathi 586-604-3992

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