

Check # -----

Reimbursement Request

2023-2024

I request the Treasurer of the **McLean High School PTSA** to reimburse/pay for the following expenditures made on behalf of the **McLean High School PTSA**.

Check Payable To:					
Street Address					
City		State	Zip		
Amount	\$	Phone #		Date	

Please describe the expense and indicate the approved budget line item (if you know it):

I certify that these expenses were incurred on behalf of the McLean High School PTSA.

Print Name Sign Name Date

Note: No payments will be approved unless receipts for expenditures are submitted with this form. All vouchers must be approved by the Treasurer before payment.

Approved for payment:

Treasurer		Date	
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April Nguyen, PTSA Treasurer, 1633 Davidson Road, McLean, VA 22101 [E-mail: treasurer@mcleanpts.org](mailto:treasurer@mcleanpts.org)



Either mail the original of the signed request form and the receipts to the address below or e-mail a signed copy of the request form and receipts to the e-mail address below and save all originals.

April Nguyen, PTSA Treasurer, 1633 Davidson Road, McLean, VA 22101 **E-mail:**
treasurer@mcleanptsa.org