

Tackan Elementary School PTA

Chairpersons Report to the Treasurer

Committee Name: _____

Total Budget: _____

Chairperson: _____

Phone #: _____

- Please keep accurate records of all expenditures for the event.
- Original receipts must substantiate the items you are submitting for reimbursement.
- Make sure you ask the Vendors to provide receipts.
- Forward this completed form and all receipts to the PTA Treasurer.

Dawn Gary, 22 Lancaster Avenue, Nesconset, NY 11767

dmgary13@gmail.com (C) 631-672-0737

Reimbursement Payable to: _____

Address: _____

Phone #: _____

Is this the Final expense for this committee? Yes No

