



Check # -----

## Reimbursement Request

### 2021-2022

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**.

<b>Check Payable To:</b>					
<b>Street Address</b>					
<b>City</b>			<b>State</b>	<b>Zip</b>	
<b>Amount</b>	<b>\$</b>	<b>Phone #</b>		<b>Date</b>	

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.

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*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:

<b>Treasurer</b>		<b>Date</b>	
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*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.*

**Sue Ellen Beggs, PTSA Treasurer, 1633 Davidson Road, McLean, VA 22101** [E-mail: treasurer@mcleanptsa.org](mailto:treasurer@mcleanptsa.org). Questions? E-mail or call Sue Ellen at: 703-938-7676