

2023-2024 Delaware Military Academy PTA REQUEST FOR CHECK/REIMBURSEMENT

Please attach all relevant receipts in an envelope or via scanned copy/email and return to:

Renee Hafer, PTA Treasurer

Form & Receipts can be mailed to me at: **2610 Majestic Drive, Wilmington, DE 19810**

Scanned and emailed to me at: rhafer@myneil.com

or placed in the PTA box in the school office (DO NOT LEAVE CASH IN THE MAILBOX!)

Questions? 302-388-4261 (cell)

Today's Date: _____ Is this a cash advance? _____ Yes _____ No

Committee: _____

Event: _____ Event Date: _____

Check Payable to: _____

Mail to: _____

Please list each receipt separately and include a clear description of the expense and the amount to be reimbursed for each receipt.

RECEIPT DESCRIPTION	AMOUNT
	TOTAL:

Committee Chair Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

*****Note** Receipts must be turned in within 30 days of incurring expenses and no later than June 10. Receipts which are not clearly legible cannot be reimbursed.***

Check #: _____

Amount of Check: \$

Issued on: _____