2023-2024 Delaware Military Academy PTA DEBIT CARD EXPENSE ONLY

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 __X __No Committee: Event Date: Event: Payment Method: **WSFS DMA PTA DEBIT CARD** 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.