



**Loveland Elementary PTA
Request for Reimbursement - 2008-2009**

Date Requested:

Check payable to:

Address:

Amount:

Committee or Event:

Committee Chairperson Approval:

Attach receipts/invoices

According to Ohio and National PTA rules and regulations, the Treasurer is not authorized to reimburse funds unless request is accompanied by store receipt or business invoice. Please also remember that we are a non-profit organization and have a sales tax exemption number/form for your use.

Mail TO:

Katrina Kirby
10089 Somerset Drive
Loveland, OH 45140
513-774-8252
cwkirby@cinci.rr.com

Amount Approved:

Check #:

Date Check Written:

Category Charged: