

MIDDLESEX PARENT ASSOCIATION
2021/2022

EXPENSE REIMBURSEMENT REQUEST

Please complete the form below, attach invoices or receipts (*we cannot reimburse expenses without receipts*), and email Sara Goertel, Treasurer, at Middlesexptotreasury@gmail.com. Photos of all items acceptable. Please allow two weeks for processing and mailing.

Date: _____

Person Requesting Reimbursement: _____

Address: _____

Email: _____

MPA Committee to Charge: _____

Name of event: _____

Date of event: _____

Make check payable to: _____

Amount of check: \$ _____

Questions? Please contact Sara at Middlesexptotreasury@gmail.com or 203-952-8665.

Treasurer Approval	Date	Check #
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