

# MIDDLESEX PARENT ASSOCIATION

2023/2024

## 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](mailto: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](mailto:Middlesexptotreasury@gmail.com) or 203-952-8665.

Treasurer Approval Date Check #