

# 2022-2023 PFT Staff Reimbursement Request



Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_

Reason: \_\_\_\_\_

The PFT asks that you email us your reimbursement requests for faster turnaround time.

Please send an email with this form and a scan of your receipts to PFT Treasurer Lauren Tennett at [ltennett@yahoo.com](mailto:ltennett@yahoo.com) and copy Kimberley Fasano at [mapleavenuepft@gmail.com](mailto:mapleavenuepft@gmail.com) for prompt reimbursement.

If you need a file of this form, please email Kimberley or Lauren.

Thank you!

FOR PFT USE

Date Reimbursed: \_\_\_\_\_

Check Number: \_\_\_\_\_