

**Edna Brewer Middle School PTSA
Reimbursement/Invoice Payment Request**

Requestor Name:
Requestor Phone:
Requestor Email:
Request Date:
Request Amount:

\$		-
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Comments (if applicable):

Payee Info: *(for non-EMBS staff only)*

Name
Address
City, State ZIP

Payments to EBMS staff will be delivered to the school. Payments to vendors and non-staff members will be mailed to the address above.

This request must be accompanied by either a vendor invoice or receipts for actual expenditures made by the Payee. If this request is for multiple invoice or receipts, list them below and ensure that the total match the reimbursement request amount.

	Amount:	Category (Please use the drop down list):
Invoice/Receipt #1 Amount	\$ -	
Invoice/Receipt #2 Amount	\$ -	
Invoice/Receipt #3 Amount	\$ -	
Invoice/Receipt #4 Amount	\$ -	
Invoice/Receipt #5 Amount	\$ -	
Invoice/Receipt #6 Amount	\$ -	
Invoice/Receipt #7 Amount	\$ -	
Invoice/Receipt #8 Amount	\$ -	
Total of Items Listed Above	\$ -	

A scanned copy of this document, along with scanned copies of receipts, should be emailed to treasurer@ednabrewer.net. Payments will be made within 2 weeks of receipt and confirmation that all required documentation has been received.

6th Grade Picnic
8th Grade DC Trip
8th Grade Promotion
Accounting/Finance
Arts Program
Athletics
Auction
Burgers & Bingo
Carnival
Craft Fair
Culture Night
Destiny Arts
Drama Program
Emerging Needs
Equity & Diversity
Facilities
Field Trips - All Stars
Field Trips - Leaders
Field Trips - Legends
Field Trips - Pathfinders
Field Trips - Pilot
Field Trips - Transformers
Fundraising Expenses
FunRun
Healthy Snacks
History Night
Marketing Expenses
Minigrant: Specify in comments above
Music Program
New Student Outreach
Other: Specify in comments above
Pride Store
Principal Discretionary
Promotion for All
PTSA Meetings
Science Night
SSC Meetings
Student of the Month
SWAG
Teacher Appreciation
Teacher/Other Stipends
Technology