

PVSA Home/School Reimbursement Form

Requestor's Name:	
Requestor's Email:	
Date of Request:	
Payee:	
Payee's Mailing Address & Phone No:	
Event/Budget to be charged:	
Total Amount of Check:	

Please attach ALL ORIGINAL RECEIPTS...no photocopies or scanned receipts.

Authorized Signature: _____

Note: All PV Home & School event purchases greater than \$75 need to be approved by the Event Chairperson or a PVSA Board Member.

Please send to - Kalpana Praveen Kumar, PVSA Treasurer c/o Kanira
Praveen Kumar (Mrs. Tabone – 5th Grade)

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PVSA Home & School Treasurer's Use Only

Treasurer Authorization: _____

Date Paid: _____

Check Number: _____

Updated October 2022