

**Las Lomas PTSA  
REIMBURSEMENT REQUEST  
2009 – 2010**

DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ EMAIL or PHONE: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

MAILING ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_

Please send my check by mail: \_\_\_\_\_ I will pick up at PTSA meeting: \_\_\_\_\_



**EXPENDITURES**

Budget Category/ Event/Activity	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Reimbursement Amount: \_\_\_\_\_

**PLEASE ATTACH ALL ORIGINAL RECEIPTS**

*You may submit Reimbursement Requests to me by mail, or you can leave it in the PTSA box in the school office. If you need to contact me email me at [tlonzo@RNCPAs.com](mailto:tlonzo@RNCPAs.com) or call (925) 444-4023.*

**Tami Lonzo, PTSA Treasurer  
1020 Aileen Street  
Lafayette, CA 94549**

**PLEASE KEEP A COPY OF THIS REQUEST FOR YOUR RECORDS**



*Approval:*

\_\_\_\_\_  
*Treasurer*                      *Date*                      \_\_\_\_\_  
*President*                      *Date*

*For Treasurer Use ONLY: Date Paid* \_\_\_\_\_ *Check No.* \_\_\_\_\_