

## Request for Payment

**\*\* Original receipts and/or invoices MUST be attached \*\*** Please make an effort not to combine personal expenses on receipts you are submitting for reimbursement. Use a separate form for each committee/activity/event. You will receive an email when your reimbursement check is ready to be picked up and/or mailed.

**Make check payable to:** \_\_\_\_\_

**Requested by** (if different from above): \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee/Activity/Event:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Itemization of Expenses** (Please circle relevant items on receipts):

Merchant	Date	Receipt Total	Description

**Total** \_\_\_\_\_

**Committee chair or P/VP approval:**     \_\_\_\_\_  
Signature & Date

Forms and digital copy of receipts can be submitted by email to [DGray@ahrq.gov](mailto:DGray@ahrq.gov), however hard copy must be submitted to the Treasurer in the PTA mailbox in order for your check to be processed.  
(Treasurer retains hard copy attachment)

**Instructions for disbursal:**

- Mail (Attach a self-addressed, stamped envelope)
- PTA mailbox
- PTA meeting
- Other \_\_\_\_\_

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**PTA Treasurer's Use**

Paid by check no: \_\_\_\_\_ Date: \_\_\_\_\_