

Sherwood Forest Elementary School PTA

Request for Reimbursements/Payments 2023-2024

Instructions:

1. Complete this form in its entirety. Incomplete forms will not be processed for reimbursement.
2. Attach receipt or invoice to support expenditure.
3. Preferred: Please scan or take pictures of this form and receipts and email to Rob Ferguson referguson78@gmail.com
4. Another option is to mail the papers to:
Rob Ferguson, 4221 Spring Rock Ct., Winston-Salem, NC 27104

Reason for Request (Activity/Event)					
Date Submitted					
Event Date					
Amount to be Reimbursed	\$				
Submitted by					
Approved by					
Check Payable to (Must Complete in Full*):					
Name					
Address 1					
Address 2					
City		ST		Zip	
Phone					

Please contact one of the following individuals with any questions:

Rob Ferguson, referguson78@gmail.com, (704) 516-7708

Jennifer Coil, jenniferlcoil@gmail.com, (704) 315-8648

For PTA Use Only:

Check #		7% tax	\$
Date Paid		2% tax	\$
Check Amount	\$		