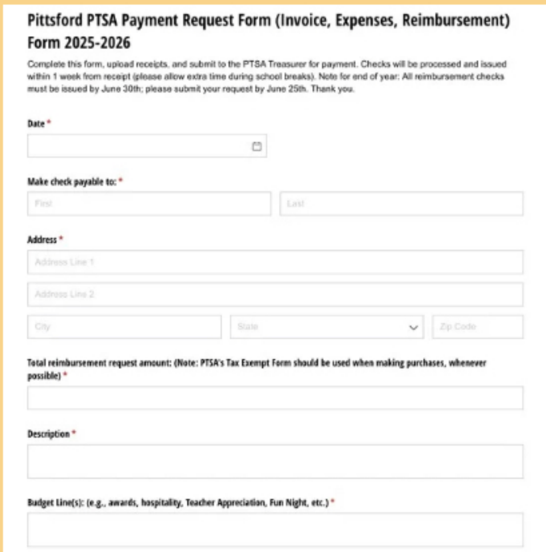
Reimbursements/Payments

Receipt/Invoice



Pittsford PTSA Payment Request Form (Invoice, Expenses, Reimbursement) Form 2025-2026

Complete this form, upload receipts, and submit to the PTSA Treasurer for payment. Checks will be processed and issued within 1 week from receipt (please allow extra time during school breaks). Note for end of year: All reimbursement checks must be issued by June 30th; please submit your request by June 25th. Thank you.

Date *

Make check payable to: *

First | Last

Address *

Address Line 1

Address Line 2

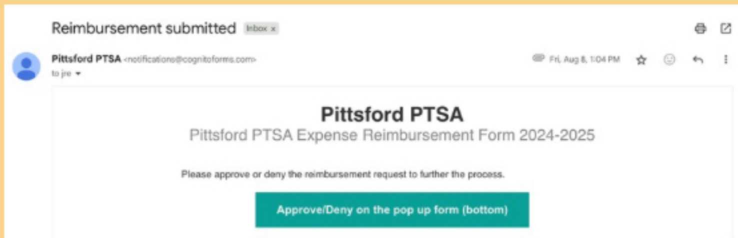
City | State | Zip Code

Total reimbursement request amount: (Note: PTSA's Tax Exempt Form should be used when making purchases, whenever possible) *

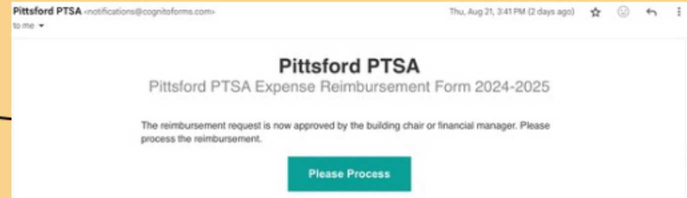
Description *

Budget Line(s): (e.g., awards, hospitality, Teacher Appreciation, Fun Night, etc.) *

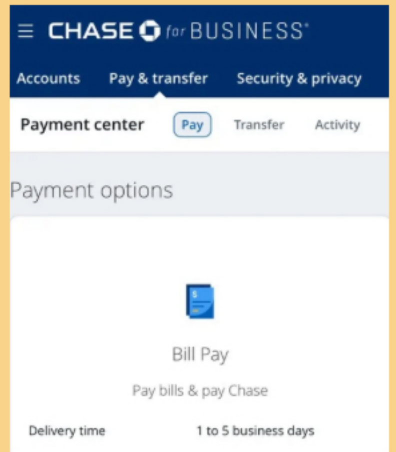
Go to PTSA website to access cognito form



Building Financial Manager is asked to approve



District Treasurer is notified to process



District Treasurer inputs into Chase

Check is sent FROM CHASE