

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: *

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

Reimbursement submitted

Pittsford PTSA

Pittsford PTSA Expense Reimbursement Form 2024-2025

Please approve or deny the reimbursement request to further the process.

Approve/Deny on the pop up form (bottom)

Building Financial Manager is asked to approve

Pittsford PTSA

Pittsford PTSA Expense Reimbursement Form 2024-2025

The reimbursement request is now approved by the building chair or financial manager. Please process the reimbursement.

Please Process

District Treasurer is notified to process

CHASE for BUSINESS

Accounts Pay & transfer Security & privacy

Payment center Pay Transfer Activity

Payment options

Bill Pay

Pay bills & pay Chase

Delivery time 1 to 5 business days

District Treasurer inputs into Chase

Check is sent FROM CHASE

