



## The Covenant School

### Reimbursement Form

Use this form to be reimbursed for expenses you incurred for a PTF event.

	Reimbursable Item	Grade	Event	Date	Total Cost	(less) Sales Tax*	Reimbursable Amount
1							
2							
3							
4							
5							

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

**Mailing address for reimbursement:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

- Submit reimbursements within 30 days of the event date.
- All reimbursements for the current school year must be submitted by June 1<sup>st</sup>.
- Submit reimbursements via email to [CovenantSchoolPTF@gmail.com](mailto:CovenantSchoolPTF@gmail.com) with the following:
  1. This completed form
  2. Picture of receipt(s)

\* Sales tax will not be reimbursed. Email [CovenantSchoolPTF@gmail.com](mailto:CovenantSchoolPTF@gmail.com) for tax exempt form if needed.

**Thank you for filling this form out timely and completely  
so we can properly account for all expenditures and issue reimbursement. - PTF**