



John B Dey Elementary School  
Parents and Teachers Association  
1900 N Great Neck Road  
Virginia Beach, VA 23454  
757-648-2440

### EXPENSE REIMBURSEMENT FORM / CHECK REQUEST

Date Requested \_\_\_\_\_

Amount Requested \_\_\_\_\_

Budget Line Item \_\_\_\_\_

\_\_\_\_\_ Original Line Item

\_\_\_\_\_ Amended Budget Item

Check Made Payable To \_\_\_\_\_

Deliver Check to:

\_\_\_\_\_ PTA Folder in PTA closet file

\_\_\_\_\_ Mail (please enclose a self-addressed & stamped envelope)

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
PTA President Approval

\*\* Attach original receipt(s) pertaining to above expenditure. NO COPIES ACCEPTED.

Receipts are required for audit documentation.

Checks will not be issued without receipts.