

St. Mary's Academy Parent Association

Expense Payment/Reimbursement Request

Please note the following instructions:

This form must be fully and clearly completed (this is a fillable form).

Email the completed form along with documentation (including receipts and/or invoices) to the following individuals for approval and processing:

- SMAPA President
- SMAPA Staff Representative
- SMAPA Treasurer
- Links to email addresses found at:
 - <http://www.stmaryspdx.org/sma-community/parent-association>

Once email approval from the SMAPA President and Staff Representative has been provided, the Treasurer will process the payment.

Payments will be mailed directly to the vendor or person requesting reimbursement at the address below.

Provide any paperwork required to be submitted to the vendor with payment.

Contact the SMAPA Treasurer with any questions.

Date:	
Committee Name:	
Description of Expense:	
Dollar Amount Requested:	
Check Payable To:	
Mailing Address:	
Phone:	
Requestor's Name:	
Requestor's Email:	
Requestor's Phone:	
Special Instructions (if any):	