

**PTSA REIMBURSEMENT REQUEST FORM**  
**DOROTHY HAMM MS PARENT TEACHER STUDENT ASSOCIATION**  
**4100 VACATION LANE, ARLINGTON, VA 22207**

- Please complete this form and attach a photocopy of the receipts.
- Email a PDF of the completed form and receipts in one pdf file to: PTSA Treasurer at [treasurer@dhmsptsa.org](mailto:treasurer@dhmsptsa.org).
- Please include your email address. DHMS PTSA uses electronic checks for reimbursement, and the check will be sent to the email address provided.

<b>Date (required)</b>	
<b>Amount (required)</b>	
<b>Budget line item (if known)</b>	
<b>Submitted by (required)</b>	
<b>Check payable to (required)</b>	
<b>Phone (required)</b>	
<b>Email address (required)</b>	
<b>Signature (required)</b>	
<b>Description of expense</b>	

**Questions?** Contact PTSA Treasurer at [treasurer@dhmsptsa.org](mailto:treasurer@dhmsptsa.org) or PTSA President at [president@dhmsptsa.org](mailto:president@dhmsptsa.org)