

Check # _____

Date Paid: _____

LOCH RAVEN HIGH SCHOOL PTSA, INC.
1212 Cowpens Avenue
Baltimore, MD 21286

POST PROM COMMITTEE REQUEST FOR REIMBURSEMENT

To: Treasurer

From: _____

Date: _____

Pay to the Order of _____

Amount: \$ _____

Signature: _____

Title: _____

Purpose:	Bank Fees	Grand Prize	Scopes
	Decorations	Invitations	Security
	Door Prizes	Large Prizes	Small Prizes
	Entertainment	NAHS Donation	Table & Chair Rental
	Food	Postage	Welcoming
	Game Prizes	Scholarship	Facility Rental

Miscellaneous: _____

Other Expense: _____

Itemization of Expenses:	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Requested	\$ _____

Receipts must be attached for all items to be reimbursed