



# Student Account Payment / Reimbursement Form

Student Name \_\_\_\_\_

Student Grade \_\_\_\_\_

## Payment Request<sup>1</sup>

Amount of Payment Request \_\_\_\_\_

Event/Product Description \_\_\_\_\_

## Reimbursement Request (receipt required)<sup>2</sup>

Amount of Reimbursement \_\_\_\_\_

Event/Product Description \_\_\_\_\_

Payee on Check \_\_\_\_\_

Mailing Address \_\_\_\_\_

Completed form (with copies/pics of any required receipts) may be emailed to [papatreasurer@gmail.com](mailto:papatreasurer@gmail.com) or dropped in the black drop box in the PA office.

<sup>1</sup> Payment Requests include those applications of student account funds to PAPA sponsored products and/or events. These are items for which you would pay PAPA, not the school or other entity.

<sup>2</sup> Reimbursement requests include those items for which you've already paid or for which PAPA cannot pay for you. In this case you would pay for the item/event and then be either fully or partially reimbursed with student accounts funds. Copy of receipt required.