



# TEA Reimbursement Form

Fill out the form completely. Attach all receipts and submit to Brandy Zima (Treasurer) or email [bzima@torrington.org](mailto:bzima@torrington.org).

Date \_\_\_\_\_

Budget Category \_\_\_\_\_

Reason \_\_\_\_\_

Submitted by \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Send check to: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Description of Purchase:	Amount
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Treasurer Use Only		
Check Number _____	Amount _____	Date _____
Budget Category _____		