



## PTO Request for Reimbursement

Requested  
by: \_\_\_\_\_

Date Requested: \_\_\_\_\_  
Check payable  
to: \_\_\_\_\_

Check amount: \$ \_\_\_\_\_

\_\_\_\_\_ Return check to me (School Mailbox)

\_\_\_\_\_ Mail check to:  
\_\_\_\_\_ (name)

\_\_\_\_\_ (address)

Give check to: \_\_\_\_\_

Committee  
Responsible: \_\_\_\_\_

Purpose of  
Expense: \_\_\_\_\_

Committee Chair  
Approval: \_\_\_\_\_

Treasurer  
Approval: \_\_\_\_\_

- **Complete entire form. All incomplete forms will be returned.**
- **Attach all receipts or invoices.**
- **Committee chair must approve all expenses**
- **Treasurer will verify expenses are within budget**
- **Please keep a copy for your records**

**For Treasurer use only:**

**Date Paid** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Amount**  
**\$** \_\_\_\_\_