

Blue Ball Elementary PTO

Request for Reimbursement

Chairperson:

- \$ Please attach your original receipt(s) pertaining to this specific expenditure to this form and place in the PTO Treasurer's mail slot at the school, or hand directly to the Treasurer.
- \$ Please *make and keep a copy of this form and the receipt(s) you are submitting* for your own committee or personal record keeping purposes prior to submitting this request.

Your Name:		Phone:	
Date Submitted:		Amount:	
Check Payable To:			
Committee/Project:			
Reason for Reimbursement:			
<input type="checkbox"/> Included in Annual Budget		or	<input type="checkbox"/> Approved at Meeting (Date:)
Full Address: (If your check is to be mailed):			

Receipt(s) totaling the amount of reimbursement must be attached.

For Treasurer's Use:

Check Date:	Check Number:	Amount:	Initials of check signatures: /
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