



Reimbursement or Check Request - PV PTO

To obtain reimbursement for an **approved** purchase, receipts must be turned in **within 30 days** of the receipt date.

- Fill out this form in full with your receipt(s) attached.
 - File this request in the **Treasurer's folder** on the main desk in the **Volunteer Office** located on the first floor at Prairie View.
 - Please allow **one week** for the Treasurers to write the check for reimbursement or to a vendor.
- Should you have any questions or concerns, please contact one of our PTO Treasurers: Gina Bemis (995.8910 - ginalynnfk@msn.com) or Cara Spink (280.7314 - sixredheads@gmail.com).

Thank you!

YOUR NAME:	YOUR PHONE NUMBER:
YOUR EMAIL ADDRESS:	DATE SUBMITTED:
CHECK PAYABLE TO (if different from above):	FULL ADDRESS (if you would like your check mailed):

Original receipt(s) totaling the amount of reimbursement must be attached and presented within 30 days of receipt date:

Description of Expense	Project/Category	Amount
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL AMOUNT DUE		

Notes to Treasurer:

For Treasurer's Use: Account _____ Check # _____ Date _____ Posted _____
<input type="checkbox"/> In Annual Budget or <input type="checkbox"/> Approved at Meeting (Date: _____)