

PINON ELEMENTARY

PTO Reimbursement Request Form

Date Submitted: _____

Name: _____

Email: _____

Phone: _____

Committee/Grade: _____

| | |
|--------------------|--|
| Check for Club 360 | |
| Principal Approval | |
| Date | |

Procedures:

- *Please attach receipts. Circle/highlight the amounts on each receipt requested for reimbursement.
- *If no receipt is available please fill out Affidavit for Lost Receipts Form.
- *Please photocopy your reimbursement request and receipts for your own records.
- *Place form and receipts in "Reimbursements for Approval" folder in the PTO cabinet in the office.
- *Return all reimbursement requests before the last day of school.
- *For Club 360 only - check above box and have the Pricnipal approve and date form.

| Date of Purchase | Description (Vendor + Item Description + Purpose of Expense) | Total Amount |
|------------------|--|--------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Total Due: _____

Questions or Comments?

E-mail our Payments Treasurer Trish Wald-Hopkins @ pwaldhopkins@gmail.com

Or our Accountant Treasurer Britton Donharl @ 1sewsweet@gmail.com

Treasury Use Only:

Date of Check: _____

Approved by: _____

Check # _____

Date: _____

Amount of Check: _____

Budget: _____

NOTES:

Item: _____

Date Entered: _____