

**ATTACH RECEIPT(S) HERE**

Event: \_\_\_\_\_

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ Amount: \$ \_\_\_\_\_

Make check payable to:

\_\_\_\_\_

Signature: \_\_\_\_\_

Phone#: \_\_\_\_\_

Please provide a way for me to contact you for any questions  
and to make arrangements for me to get the check to you.

**\*\*\*Reimbursements must be signed off by a committee  
chair person, prior to submitting to PTO Treasurer.\*\*\***

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

Example: Socials, Cultural, Hospitality, Fundraising, etc

Committee Chair Signature:

\_\_\_\_\_

Submit to Heather Berner, PTO Treasurer  
You can place it in the PTO cabinet in the  
main office.

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Check #: \_\_\_\_\_

Date: \_\_\_\_\_