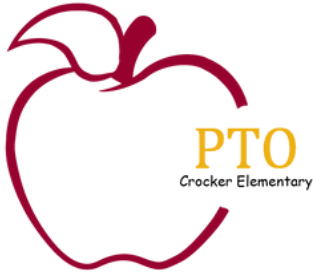


Crocker Elementary PTO

Reimbursement Request Form



Check Payable To:

Amount:

Amount Requested:

Purpose of Payment:

DATE CHECK NEEDED BY:

SUBMITTED BY:

PHONE NUMBER:

REIMBURSEMENT INSTRUCTIONS

1. Complete this form for all PTO expenditures.
2. All expenditures must be approved by the appropriate committee chair and budgeted.
3. Receipts/Invoices
 - a. If you are requesting a reimbursement of money spent, please attach original receipts.
 - b. Please keep copies of all receipts in case originals are misplaced.
4. Please email your completed reimbursement form and picture of your receipt to crocker.pto@gmail.com or turn in a hard copy with receipt attached to the Crocker Elementary School office.

Any questions, please email crocker.pto@gmail.com

Note: Please request reimbursements at least 2 weeks before the "need by date"

***** FOR TREASURER USE ONLY *****

BUDGET CATEGORY :

APPROVAL SIGNATURE:

2ND APPROVER SIGNATURE:

CHECK DATE:

CHECK NUMBER:

AMOUNT PAID: