



# EASTERLY PARKWAY PTO RECEIPT FOR REIMBURSEMENT

The Treasurer should make the check out to:

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In the amount of: \_\_\_\_\_

Address check should be mailed to:

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Specify the PTO event or activity that this purchase supported (only one event/ activity per reimbursement receipt):

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**Please securely attach the receipt(s) to verify this expenditure.**

*You may attach multiple receipts, if they all purchased items for the same event/ activity (for example: several receipts that all supported Field Day can be attached on one reimbursement form; however, a receipt that supported Field Day, and a receipt that supported Teacher Appreciation need to be on separate forms).*

**PLACE THIS FORM WITH ATTACHED RECEIPT(S) IN THE TREASURER'S FOLDER  
IN THE PTO MAILBOX IN THE SCHOOL'S MAILROOM.**

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

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