

Corl Street PTO

Request for Reimbursement

Attach all receipts and other applicable supporting documentation (i.e. purchase orders, invoices, etc) to substantiate this Request for Reimbursement.

Committee Name:		Date:	
Requested by:			
Email:			
Phone:			
Purpose of Funds Being Reimbursed/Requested: (be specific)			
Receipt Total:			
Payable to:			
Preferred check delivery method: (i.e. Corl Street Office, Pick up at PTO Meeting, Mail - provided home address, or other specified action)			
<p>This form is only for items that are either part of your budget or have been requested and approved by the PTO. If you need additional funds, please request these funds in an upcoming PTO meeting. Once the additional funds have been approved, then you may submit your receipts using this form.</p>			
<p>By submission of this form, I certify that the expenses claimed as reimbursable on this form are a true and accurate accounting of the necessary PTO and/or school-related expense(s).</p>			
Signature:			
<p><i>Please submit this request to the Corl Street Treasurer, Kate Woodruff Contact her at corl.st.pto.treasurer@gmail.com or 814-876-2701 with questions.</i></p>			

For Treasurer's Use Only:

Category:

Date Paid:

Check #