

Kuehnle Elementary PTO Reimbursement Request Form 2018-2019

To: PTO Treasurer
Ebony Scott
eb1scott06@gmail.com

*****Please add your cell number, I will text you when check is ready. All checks and reimbursement forms will be picked up and delivered by volunteer computer in front office*****

Date: _____		Phone: _____
Submitted by: _____		
Committee: _____		
Check Payable to: _____	Total Amount Due \$ _____	

Store/Vendor	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	TOTAL	_____
	DUE:	_____

Approved by: _____

*******WE CANNOT REIMBURSE FOR SALES TAX*******

If you are a committee chairperson, please complete, sign and forward to the treasurer. If you have purchased something at the request of the committee chairperson, please have the chairperson approve your purchase and forward to the treasurer.

Check Date _____	Check # _____	Treasurers
Initials _____		