

Brooks PTO Check and Reimbursement Request Form

To be used when being reimbursed for expenses paid or when a check is needed for a third party such as a performer or food service. There will be extras of this form at the school in the PTO mail box.

Please submit this form with receipts or invoices to Barbara Bernard, PTO Treasurer, through the PTO mailbox at school, drop it by my house, 543 Belleforte or phone 660-9038 or email Barbara543@comcast.net to make arrangements.

In order to be reimbursed, forms are due by the last day of the month following the event or expenditure. Ex: January 15 expense, due to me by last day of February. After that date, no reimbursements will be made.

Requests for checks should be submitted at least a week before they are needed.

Please include all receipts with this form.

Request for: _____ Reimbursement check for expenses
_____ Check for third party: Need check by _____

Payable to _____

Amount _____

For (detail expenses and *include committee or project and attach receipt or invoice*)

Instructions: (mail to, give to, etc)

Submitted by _____ **Date** _____

Contact at: _____

For Treasurer Use Only: Date Received _____ Date Paid _____ Check # _____ Account _____
