

Sappington PTG Reimbursement Request

Instructions:

1. Fill out this form.
2. Attach receipts to support reimbursement amount.
3. If reimbursement is associated with an event, get event coordinator approval.
4. Turn into Treasurer mailbox in the office OR e-mail completed form with attached receipt(s) to treasurers.
5. Expect to receive your reimbursement via U.S. Mail within 2 weeks.

DATE SUBMITTED:

YOUR NAME:

PHONE:

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E-MAIL ADDRESS:

EVENT/PROJECT/BUDGET CATEGORY:

COORDINATOR/PTO OFFICER:

REASON FOR REIMBURSEMENT:

INCLUDED IN
ANNUAL BUDGET

OR

APPROVED AT MEETING

(DATE: ____/____/____)

CHECK PAYABLE TO:

AMOUNT: *(Receipts totaling the amount of reimbursement must be attached.)*

FULL ADDRESS: *(Your check will be mailed to you.)*

2018-2019 Treasurers: Clementine Hoeing (clementine19@gmail.com), Checks and Deposits
Dez Vitale (dezmonv@yahoo.com), Budgets and Financial Statements

For Treasurer Use Only:

Check #: _____ Date: ____/____/____ Amount: \$ _____ Date Mailed: ____/____/____

Logged: _____