

# PTO Reimbursement and/or Donation Form

*(Please remember to attach all receipts.)*

Date: \_\_\_\_\_ Event/Committee: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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## A. For Reimbursement. Please circle one: Check or PayPal

Total Expense: \$ \_\_\_\_\_

Expense Detail: \_\_\_\_\_

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

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## B. For Donation:

Total Donation: \$ \_\_\_\_\_

Yes, I would like to donate the above amount to the PTO. Please send me a letter for my tax records for the above amount. The PTO Treasurer collects this information to use as a budgeting tool for the next year.

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

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**NOTE:** Expenses above \$100 cannot be reimbursed without receipts and all reimbursements for the school year **MUST** be submitted within 60 days of the event and before the final day of school.

For PTO Treasurer:

Check # \_\_\_\_\_ Expense Category \_\_\_\_\_ Date Paid \_\_\_\_\_

Approval 1: \_\_\_\_\_ Date: \_\_\_\_\_

Approval 2: \_\_\_\_\_ Date: \_\_\_\_\_