

Lawrence Elementary PTO

Reimbursement Request Form



Please attach all receipts and other applicable supporting documentation (e.g. purchase orders, contracts, etc) to this form using an additional 8.5 x 11 sheet of paper. Please confirm your account has the positive balance needed to cover the reimbursement. For specific questions, please email our PTO Treasurer at lawrenceptotreasurer@gmail.com. Thank you!

Name:	
Date of Request:	
Amount \$:	
Purchase Date:	
Purpose of funds being reimbursed:	
Account to be Deducted: <i>(Name of teacher of committee on blank line)</i>	
<input type="checkbox"/> Teacher/Staff Account _____ <input type="checkbox"/> PTO General Fund <input type="checkbox"/> PTO Committee _____	
Signature of Requestor(s)	<p>Please note that if the money is to be taken from multiple accounts, all account holders must sign.</p>

For Treasurer's Use Only			
Date Paid		Check Number	
Category			
Approved by PTO Office			