



East PTO Reimbursement Form

2023-2024 School Year

For questions email eastschooltreasurer@gmail.com

INSTRUCTIONS

- Please complete all information requested below and attach **ORIGINAL** receipts and invoices
- If the payment is needed in advance of an event, invoice/form must be submitted to the Treasurer within at least 14 days prior to the event
- Send this form to the East School PTO Treasurer, Gia Morris, at **eastschooltreasurer@gmail.com** along with an invoice or receipt (please follow up with a hard copy of the form and original receipt by leaving in the PTO mailbox in the front office)
- Please allow 14 business days for reimbursement / bill payment
- Payment request in excess of the program budget must be approved in advance by PTO Board
- You will be notified by the Treasurer when check is mailed or available for pick up

PERSON MAKING REQUEST

Name	<input type="text"/>	Date	<input type="text"/>
Email	<input type="text"/>	Tel #	<input type="text"/>
Grade or Specialist	<input type="text"/>		
Budget Category	<input type="text"/>		
Description of Expense	<input type="text"/>		
Amount	<input type="text"/>		

VENDOR/PAYEE (PLEASE INCLUDE COMPLETE INFORMATION):

Name	<input type="text"/>
Mailing Address	<input type="text"/>
Telephone	<input type="text"/>
Date Payment Needed	<input type="text"/>