

# Expense Reimbursement Request Form

Folger McKinsey PTO



Requested By		Payment Details	
Name		Date Submitted	/ /
Phone #	( ) -	<b>Preferred Payment Method (select one)</b>	
Committee		<input type="checkbox"/> Pick Up Check Directly From Treasurer @ 235 Oak Court (Will receive call when ready)	
Event (if applicable)		<input type="checkbox"/> Check To Be Sent Home w/Student	
Other Comments or Details		<input type="checkbox"/> Treasurer to Drop Check at Your Home (Envelope to be placed in your mailbox.)	
		<input type="checkbox"/> Other -- Explain:	
Amount	\$		
Payable To			
Contact			
Street Address			
Important Instructions			
« Receipts totaling the reimbursement amount must be stapled to top left corner of this form.			
« More than one receipt may be included in a single form if it is for the same committee / event.			
« For accounting purposes, please complete a separate form for expenses related to separate committee / events.			
Additional Notes or Instructions to Treasurer			

*Below To Be Completed By PTO Board Member*

Expense Authorized By			
Name		Position	
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET      or <input type="checkbox"/> APPROVED AT MEETING (DATE: / / )			
Approved for Payment by Treasurer		Approved for Payment by President or VP Finance	
Signature		Signature	
Name	Sandy Gaudet	Name	Maureen Whittington / Susan Hartley
Date	/ /	Date	/ /

*For Treasurer's Use Only:*

Date Delivered: / /

Check #: \_\_\_\_\_

Check Date: / /

Category: \_\_\_\_\_

Logged: \_\_\_\_\_