

Granville K-6 PTO Member Reimbursement Request Form

Please complete/submit one form per person per committee

Steps:

1. Complete all "**Member Reimbursement Information Fields**" in the TOP box.
2. Attach all receipt(s) totaling the amount being requested to this form.
3. Place form and attached receipts in an envelope and label "PTO Treasurer"
4. Send to school with your child, or personally deliver, to the PTO Mail Box (at either school)

*Note***Some requests may require review and approval by the PTO board. If approved, reimbursement will occur after the next board meeting. Otherwise, the Treasurer will attempt to have reimbursement check mailed in a timely manner.*

Member Reimbursement Information

Completed by PTO member seeking a reimbursement

PTO Member First and Last Name:	Committee to which this request applies:
Email Address:	Phone Number:
Date Submitted to PTO:	Amount Requested:
Description of purchases:	
Mailing Address to Send Reimbursement:	
Signature of PTO Member:	

For PTO Treasurer Use - - - Approval Process

Completed Only By PTO Executive Board and/or Treasurer

Date Received by PTO:		Reason Request Denied <input type="checkbox"/> Receipts Not Attached <input type="checkbox"/> No Signature <input type="checkbox"/> Receipts & Amount Don't Match <input type="checkbox"/> Incomplete Information <input type="checkbox"/> Requested for 2 or more committees <input type="checkbox"/> Other
Expense Account:		
Amount Approved:		
Date Check Issued:		
Date Mailed:		
Check #:		
Reference #:		
PTO Approval Signature:		Treasurer Initials: _____