



Parent Teacher Organization

Expense/Reimbursement Request Form

INSTRUCTIONS:

- 1 Please provide all information requested below.
- 2 Attach receipt(s) and/or invoice(s) (originals are preferred) to a plain sheet of paper and staple the paper to this form. Please use 8.5" x 11" paper so it will be the same size as this page.
- 3 Submit this completed form with the attached receipts/invoice to the PTO Box in the main office.
- 4 Questions? Email livseypto@gmail.com

Amount: _____ **Payable To:** _____

Date of Request: _____ **Requested By:** _____

Preferred means of Contact (email address or phone): _____

Signature of Requestor: _____

Committee/Budget Category: _____

Signature of Committee Chair (if Different from Requestor): _____

Detailed Explanation for Request/Expense: _____

Approved: _____ **Date:** _____

By: Current Livsey PTO Co-Presidents Print Name: _____

Please note submission of incomplete forms will result in delayed reimbursement and may result in the requestor bearing the expense. Keep a copy of this form and receipt/invoice for your records.

To Be Completed by Treasurer:

Date Check Issued: _____ **Check No.:** _____ **Check Amount:** _____

Budget/Expense Category: _____

Notes: _____
