



Reimbursement Request

South Elementary School PTO

Reimbursement Process:

Date: ____/____/____

IN-PERSON Purchases:

- Place the **original** (not xeroxed) receipt(s) in an envelope marked "ATTN: Treasurer," with the completed form below, in the PTO Mailbox.

ONLINE Purchases:

- Forward the **actual** email receipt (not a screen shot) to Treasurersouthpto@gmail.com with the completed form below.

NOTE:

- If Venmo is preferred, send a **request** for the amount allowed to @SouthSchool-PTO-1.
- If check is preferred, no further action is required. A check will come to the address provided below, or the school if no address is provided, ASAP.
- All receipts submitted must be from **this** academic school year (August 2025 - July 2026).

**Please allow a couple of weeks for processing.*

NAME: _____

CELL / EMAIL: _____

PROJECT / CATEGORY: _____

AMOUNT: \$ _____

PREFERRED METHOD OF REIMBURSEMENT:

- CHECK PAYABLE TO: _____

ADDRESS: _____

- VENMO: @ _____

LAST 4 OF LINKED PHONE #: _____

AMOUNT: \$ _____

QUESTIONS? Treasurersouthpto@gmail.com

FOR OFFICIAL USE ONLY:

SELECT ONE:

☐ INCLUDED IN ANNUAL BUDGET

☐ APPROVED AT MEETING, DATE: _____

APPROVED BY (PTO OFFICER): _____

DATE: _____

For Treasurer's Use Only: Category _____ Check # _____ Date _____ Logged _____