

Kehrs Mill Elementary PTO Reimbursement Request Form

Reimbursement requests will not be processed without a completed form.

Date: _____

Your name: _____

Telephone number: _____

Email: _____

Committee and grade (if applicable): _____

Please complete the following information for each receipt:

Vendor	Brief Description	Dollar
Amount		
1.		
2.		
3.		
Total Amount of Invoice(s)		\$

Check one of the following:

_____ Check sent to you via US Mail (Please provide complete address)

_____ Email PTO Treasurer to coordinate pick up (kehrsmillpto@gmail.com)

Notes:

1. As we are a tax-exempt organization, we do not reimburse for sales tax paid. If you need a copy of the tax-exempt letter, please contact one of the PTO officers.
2. Attach ALL receipts to this form. Please submit quotes, if multiple quotes were obtained.
3. Submit to Treasurer via PTO mailbox or email form and receipts to kehrsmillpto@gmail.com
4. PTO cannot reimburse for donated items.
5. Reimbursements may take three weeks to process. If you need check sooner, contact PTO Treasurer