

## BWCJA PTO Expense Reimbursement Request

### Instructions:

- 1) Complete this form for all expense reimbursement requests.
- 2) All receipts must be attached to this form. You may attach additional pages if necessary.
- 3) Return this completed form and receipts to **treasurer@bwcjapto.org** or the PTO Treasurer mailbox in the main office.
- 4) The PTO Treasurer will send you an email when the reimbursement check has been written.
- 5) All reimbursement checks will be placed for pick up in the PTO mailbox or in the individual's (faculty/staff) mailbox unless other arrangements have been agreed upon with the PTO Treasurer.
- 6) If you have questions, contact **treasurer@bwcjapto.org**

Receipt of approved reimbursement from the BWCJA PTO acknowledges the understanding of and agreement to the following:

*All items purchased or reimbursed by the BWCJA PTO are property of the BWCJA PTO and should be used to fulfill the Mission & Vision of BWCJA and/or the BWCJA PTO. The person(s) who receives reimbursement is responsible for the appropriate use, handling, and maintenance of these items. If the staff/PTO member becomes unaffiliated with BWCJA, these items should be returned to the BWCJA PTO.*

Name:	Date:
Email:	Phone:
Teachers Only (check one): <input type="checkbox"/> Enrichment Funds <input type="checkbox"/> Classroom Supplies/Beautification	
Event/Committee:	Allocated Budget:
Total Reimbursement Requested:	Payee, if different:
Signature:	

Item(s)	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Reimbursement Requested:</b>	\$

Treasurer's Use Only: Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_