



EXPENSE REIMBURSEMENT

PTO & Grant Expenses

Instructions: Fill out the form below. **Receipts or invoices must be attached to the back.** Return this form and supplemental documentation to the PTO mailbox in the main office or to PTO treasurer. If you have any questions, please contact PTO at contact@cespto.org.

- ☐ PTO Member Expense Reimbursement
- ☐ Classroom: \$150 for 2024/2025
- ☐ Grade Level Enrichment: \$300 (K-4), \$500 (5)
- ☐ Principal's Discretionary Fund

For information regarding reimbursement type go to CESpto.org/reimbursements

Purchaser Information

Payment Method

Requested By _____

☐ Check Reimbursement

Total \$ _____

☐ Pay Invoice

Date Requested _____ Grade/Event _____

☐ Order/Purchase

Item	Amount \$	Budget (<i>Official Use</i>)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For PTO Official Use

Check Date _____

Check Number _____

Entered in Financials _____

Amount \$ _____

Centennial Elementary PTO is a non-profit 501(c)(3) organization supporting the children, families, teachers and education of Centennial Elementary School in Springfield, Oregon.

CENTENNIAL ELEMENTARY PTO
1315 Aspen Street
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