

# Boulevard Elementary School

PTO request for Reimbursement  
2023-2024 School Year

Treasurer: Sumit Bhutada

email: [sumit\\_bhutada@yahoo.com](mailto:sumit_bhutada@yahoo.com)

Cell: 2342638181

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- ❖ PTO DOES NOT REIMBURSE FOR SALES TAX. Use the blanket certificate of exemption form (on PTO website or Federal Tax ID # 34-1714426) to prevent being charged sales tax unnecessarily.
  - ❖ Invoices or receipts are REQUIRED. Packing slips without dollar amounts cannot be used for reimbursement. Please submit documentation with your reimbursement request.
  - ❖ Please email or hand over this form and receipts to Sumit or leave in the school office PTO box.
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Date: \_\_\_\_\_

Person requesting check: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Pay to the order of: \_\_\_\_\_

Amount: \_\_\_\_\_

What was purchased: \_\_\_\_\_

Committee/Events/program for which the item/s were used?

\_\_\_\_\_

Please mail check to the following address:

\_\_\_\_\_

For Treasurer use: Committee: \_\_\_\_\_ Check number: \_\_\_\_\_ Date: \_\_\_\_\_

This form is available in the Treasurer's mailbox in the main office, on the PTO website or via email from the treasurer.