

RMAE PTO
Reimbursement Request

Your Name _____ Phone Number _____

Date Submitted _____

Check Payable to _____

Full Address _____

Your check will be mailed to the address provided.

Project/Account _____ Amount \$ _____

Reason for Reimbursement _____

Receipt(s) totaling the amount of reimbursement must be attached. In accordance with our Bylaws, this form and receipts must be submitted within 45 days of the event or the request will be denied.

Approved by (PTO Officer) _____ Date _____

For Treasurer's Use Only

Account/ Budget Area _____ Check # _____ Dated _____

Logged into computer _____