

Reimbursement Form:

Your event/project may have a budget (contact PTSO Treasurer if you need more information or the account number). All completed forms should be turned into the PTSO box in the Main Office, located above the sign-in binder. You will be reimbursed quickly and should never have to pay to volunteer if you stay within your budget. If your project involves collecting money, the money must stay in the building. The secretaries will put it in the office safe for you. Please contact the Treasurer for help with final accounting of the money.

VOLUNTEER EXPENSE REIMBURSEMENT FORM

Date _____ Amount _____ Room or Acct. # _____

Activity, program or event expense was incurred for: _____

Description of items purchased: _____

Reimbursement check should be made payable and sent to:

Name: _____

Address: _____

**Attach original receipts and
turn into the PTSO mailbox in the main office, "attn Treasurer".**