**WILLOW LANE ELEMENTARY PTO**

**Reimbursement Request Form**

Date:

Name of Person Requesting Reimbursement:

PTO Event / Project / Department Reibursement Relates to:

Items Requiring Reimbursement (indicate dollar amount for each item):

$

$

$

$

$

Total Amount of Reimbursement: $

**YOU MUST ATTACH RECEIPTS (ORIGINAL OR COPIES) FOR ALL ITEMS LISTED ABOVE.**

Place completed form in the Treasurer folder in the PTO mailbox, Willow Elementary main office. For detailed instructions, see [www.willowlanepto.weebly.com](http://www.willowlanepto.weebly.com), Teacher Resources tab.

Notes: This completed form must be turned in within 30 days of the conclusion of the event. All reimbursement requests must be turned in before May 31st, with the exception of events held in June, which will have until June 15th. Any reimbursement requests turned in after June 15th will not be honored.

**For Treasurer Use Only**

Date Reimbursement Paid: Check #: