

Edison Elementary PTO

Volunteer Expense Reimbursement Form

2020-2021 School Year

This form is to be used by PTO volunteers to turn in receipts for reimbursement of funds by the Edison Elementary Parent Teacher Organization (PTO).

- Place completed form and all receipts in the PTO mailbox.
- If you exceeded your budget without prior approval, the excess amount will be reimbursed if funds are available from another activity.
- Please attempt to turn in expenses within 2 weeks of an event. For end-of-school year events, please cash your reimbursement check by June 15.

- If any questions or an extension is necessary, please contact

Jill Hutton, PTO Co-Treasurer
jhutton08@gmail.com
 216-280-2555

or

Stacy Fink, PTO Co-Treasurer
mstacy2876@sbcglobal.net
 216-570-3985

Payee: _____ Date: _____

Phone Number: () _____

Email: _____

Choose method of delivery:

Through student (*preferred method*)

Student's Name: _____

Teacher: _____

Via Mail

Address: _____

City, State, Zip: _____

Bring to next PTO event

Reason for Expense: _____

Please list receipt(s) by retailer and the total for each receipt (one line per receipt). Total all receipts at the bottom. Staple all original receipts **behind** this form and keep a copy for your personal records.

Receipt(s):	Individual Receipt Total:
_____	_____
_____	_____
_____	_____
_____	_____
Total of All Receipts:	_____

Treasurer Use Only:

check # _____	issued date _____	audit _____
amt _____	issued by _____	
category _____		<input type="checkbox"/> Entered