

Eagle Elementary PTO Reimbursement Request Form

Committee/Event: _____

Date of the Event: _____ (must be submitted within 3 months)

Submitted By: _____

Date Submitted: _____

Approved by (Committee Chair): _____

Amount Requested/Items Purchased:

Total Amount:\$ _____

Please return this sheet with the receipts and invoices to the PTO Treasurer. ****Please note that the PTO is tax exempt therefore we cannot reimburse for sales tax. **Tax exempt forms are in the PTO box in the office.**

Treasurer's Signature: _____

Date: _____ Check Number: _____

Date Mailed: _____