

**Broadneck Elementary School PTO**  
**Request for Reimbursement of Expenses/Payment of Invoice**  
**FY24 (2023-2024 school year)**

Important notes to ensure reimbursements:

1. All requests must use a form from this school year. All previous forms with dates crossed off will not be accepted.
  - a. There is an option to submit your request via our electronic form on the PTO website located [HERE](#).
2. All reimbursement requests **MUST** include all receipts/invoices.
3. Please be aware of the budget. A copy of the fiscal year budget can be supplied upon request. Additional money for your respective budget would require PTO approval.
4. When working with vendors no personal money should be used to pay for services/goods. All vendors should be submitting invoices to the PTO. If they submit via email we ask they send an electronic copy to [besptoinfo@gmail.com](mailto:besptoinfo@gmail.com).
5. All committees who spend and receive money should review how their money is flowing back to the PTO to ensure everything is up to date each school year.
6. If a committee has multiple persons helping try to limit how many people are spending and submitting reimbursement requests. Consider designating 1 committee member as the person who handles money.
7. If you have questions, please email [bestptoinfo@gmail.com](mailto:bestptoinfo@gmail.com)

Requestor's First and Last Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Please list Grade, Cultural Arts Name, Guidance/Reading, Special Education, PTO operating expense/Committee Name/Other: \_\_\_\_\_

Address to mail check OR PayPal electronic payment (preferred):  
\_\_\_\_\_

Total amount requested not to exceed budget: \_\_\_\_\_

Description of Expense/Invoice:  
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