

Broadneck Elementary School PTO
Request for Reimbursement of Expenses/Payment of Invoice
FY22 (2021-2022 school year)

Important notes to ensure reimbursements:

1. All requests must use a form from **this** school year. All previous forms with dates crossed out 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. 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
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 besptoinfo@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:
