**Madeira Elementary School PTO**

**Request for Reimbursement**

* Committee Name:
* Items Purchased:
* Total Purchase Amount:

Committee Chair Approval:

\*Please note that the PTO is a tax-exempt organization and is not required to pay sales tax. Unfortunately, we cannot reimburse volunteers sales tax that they may have paid. In order to avoid paying sales tax, notify the vendor that you are making purchases for the MES PTO with tax exempt ID #45-5072617

Checks made payable to:

* Name:
* Street Address:
* City, State, Zip:
* Phone:

Treasurer use only:

Check #:

Amount:

Date: