



Reimbursement Request Form

Instructions:

1. Please attach the original receipt/invoice to this form. Receipts and invoices will not be returned.
2. Sales tax will not be reimbursed.
 Be sure to include a copy of the tax-exempt form with your reimbursement request. To request a copy of the PTO's tax-exempt form email Madden.Treasurer@gmail.com with "Tax Exempt Form Request" in the subject line *prior* to making your purchase.
3. All reimbursement requests must be submitted within 60 days of the purchase date on receipt/invoice.
4. Email a copy of your completed form and receipt to Madden.Treasurer@gmail.com. Teachers and Staff may also submit their completed form and original receipts to the PTO mailbox.

Requested By: _____	Request Date: _____
Requestor Phone: _____	Requestor Email: _____
Check Payable To: _____	Online Payment: <input type="checkbox"/> YES <input type="checkbox"/> NO
Payment Due Date: _____	<i>Payment link must be emailed to Madden.Treasurer@gmail.com or online payment will not be processed</i>
Mailing Address: _____	
<i>If check needs to be mailed:</i> _____	

Item Purchased: (General Description)	Budget Category or Reason For Expense:	Amount:
Total Amount Requested:		

Requestor's Signature: _____	Date: _____
Chairman's Signature: _____	Date: _____

For Treasurer Use Only:					
Date Received:		Payment Method:	<input type="checkbox"/> Check	<input type="checkbox"/> Online	
Check Date:		Payment website:		<input type="checkbox"/> ACH/E-Check	<input type="checkbox"/> Debit Card
Check #:		Online Transaction Amount:		Transaction Date:	
Check Amount:		Notes:			
Date Mailed:					