South Park Elementary Center PTO – Invoice Reimbursement Form
Treasurer: Angela Nagy
814-659-9845 / angela.myers144@gmail.com

IMPORTANT NOTES TO REMEMBER:
*Per Standing Rules: One Committee Chair is to be responsible for managing the expenses within that committee's budget! Please make sure to communicate your expenses to your chair!

***PLEASE**- Attach the **ORIGINAL RECEIPT / MARK THE ITEMS PURCHASED** / and list the expenses below!

*Reimbursements must be made within 30 days of the transaction! NO EXCEPTIONS!

*YOU MUST SPEAK WITH or TEXT ANGELA TO CONFIRM SUBMISSION OF REIMBURSEMENT!!

ITEMS:	**Amounts:**
______________________________	_________________________________
______________________________	_________________________________
______________________________	_________________________________
______________________________	_________________________________
	TOTAL: __________________________

PLEASE select how you would like to receive your payment:

PTO Meeting: __________________

Mail/Meet: ____

Signature: ____

TREASURER USE: REIMBURSEMENT INFORMATION

CHECK# ______________________

DATE: ________________________

AMOUNT: _____________________