

South Park Elementary Center PTO – Invoice Reimbursement Form
Pay Out Treasurer: Kailey Carlson
412-980-8746 / lostetter.kailey@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 KAILEY TO CONFIRM SUBMISSION OF REIMBURSEMENT!!**

ITEMS:

Amounts:

TOTAL: _____

PLEASE select how you would like to receive your payment:

PTO Meeting: _____

Mail: _____

Signature: _____

TREASURER USE: REIMBURSEMENT INFORMATION

CHECK# _____

DATE: _____

AMOUNT: _____