

Reimbursement Request/Invoice Payment Request

(note, use two *separate* reimbursement/invoice sheets if you have receipts/invoices for multiple events –
i.e. Art Auction and Variety Show)

Reimbursement Request (if you've already paid)

Event: _____

Date: : _____

Event/Program Coordinator (i.e. your name): _____

Amount Requested: _____

Please attach receipts. Please circle/highlight items you are seeking reimbursement for if you have non-event related purchases on the receipt.

Send reimbursement:

A. To my house. Address: _____

B. Home with my child. Child's name and teacher's name: _____

Invoice Payment Request (if you need a PTO check to pay for something)

Event: _____

Date: : _____

Event/Program Coordinator (i.e. your name): _____

Amount Requested: _____

Please attach invoice.