



Thurston Elementary School PTO Expense Reimbursement Form

To request a reimbursement check from the Thurston Elementary PTO, please complete the following information. NOTE: Reimbursements are made for items approved in the PTO budget. Requests for funds outside of approved line items must be approved by the PTO board prior to spending the funds.

Name: _____ Date: _____

Event or Explanation: _____

Item	Date	Explanation	Account #	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Notes:			Subtotal	
			Advance	< >
			Total Reimbursement	

Reimbursement Authorized by: _____ Date: _____

Treasurer Signature: _____

Check Date: _____ Check Number: _____