

HPS PTO Reimbursement Request Form

This form must be completed and accompanied by invoices or receipts for a check to be issued by the PTO. Fill out all the information below and submit the completed form with attachments to the PTO Treasurer. Reimbursement requests will be issued on Fridays.

****Schedule:** Requests that are filed before Monday will be issued the following Friday. If a request is filed Monday or later that reimbursement won't be available until the next Friday. If the request is not a previously budgeted expense, it may take longer to be issued and the Treasurer will contact you for further detail.

Check payable to: _____ Amount \$ _____
(ATTACH RECEIPTS)

Send check to the school office? Yes / No (circle one)

If no, mail to: _____

Purpose of expenditure:

Submitted by: _____ (signature) Date: _____
_____ (print name) Phone: _____

Treasurers's Use Only:

Date Paid _____ Check Amount _____
Check Number _____ Cleared _____