



# Madison PTO

## REQUEST FOR REIMBURSEMENT

(Of Budget Approved Funds)

2019-2020 School Year

Date of Request: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

Requested By: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Delivery Instructions (mail, send with child, etc.): \_\_\_\_\_

Contact Phone/Email: \_\_\_\_\_

Event and Purpose for Purchase: \_\_\_\_\_

\*\*\*All receipts must be attached to request in order for reimbursement to be completed\*\*\*

Instructions: Please complete this entire form and submit with receipts to request reimbursement for board approved purchases/events. Please direct to PTO Treasurer (Beth Johnson) or place in the PTO Mailbox located in the school office. Contact [Madison-ptomanitowocpublicschools.org](mailto:Madison-ptomanitowocpublicschools.org) with questions.

**ALL REQUESTS MUST BE SUBMITTED NO LATER THAN 6/2/20.**

\*\*\*\*\* *To be completed by PTO Board* \*\*\*\*\*

Date Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Check Number: \_\_\_\_\_