

Reimbursement Request

Your Name:	Phone Number:
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Date Submitted:	
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Check Payable To:	Amount:
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Full Address (your check will be mailed to you):

Project Category:

Reason for Reimbursement:

Included in annual budget or Approved at meeting on _____ / _____ / _____

Receipt(s) totaling the amount of reimbursement must be attached.

This form can be completed in electronic format using Adobe Acrobat Reader. Then you can e-mail it, along with scanned copies of your receipts, to bowptotreas@gmail.com. Alternatively, you can complete the request and put it in the PTO Treasurer folder located in the PTO box at your school as you have done in the past.
THANK YOU FOR ALL THAT YOU DO!!

Approved by (PTO Officer):	Date:
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Approved by (PTO Officer):	Date:
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PTO Treasurer: Missy Carder
E-mail: bowptotreas@gmail.com



THE BOW P.T.O.
<http://bowpto.digitalpto.com/>

Date Received:	Check #:	Date Paid/Logged by Treasurer:
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Expense category:	Comments / Notes:
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PTO USE