

Whittier PTO Reimbursement Form
Use this form when you have already spent your own money



Please use this form if:

- 1) you want the PTO to reimburse you for money that you have already spent on behalf of the PTO.

*To request a check payable to someone else or for a cash advance, please use the **Check Request Form**.*

Please complete and place in the PTO mailbox (in the Whittier school office) . **Be sure to attach receipts for all expenses!** If your reimbursement is more than \$25, the form must be signed by the person in charge of the event to which the expense relates or by a PTO board member. Your request will be reviewed by the PTO Co-President, then submitted to the treasurer for processing. Within two weeks your check will be written and put in the PTO Mailbox to your attention. You will have an email notification when your check is ready. If you require a quicker turnaround or have any questions please contact the PTO Treasurer

Your Name: _____ Your Telephone Number: _____ Date: _____

Your Address (street/city/zip): _____

PTO EVENT:	DESCRIPTION OF EXPENSE:	EXPENSE AMOUNT:

Approved by: _____ Date: _____

*Signature of event chairperson or PTO board member
 is required when check is for \$25 or more*

** IMPORTANT: The Whittier PTO is a non-profit organization. As such, we kindly ask that you cash your check within a 30-day period in order to help us manager our finances most efficiently. Thank you! **

OFFICE USE ONLY
Check No: _____ Date _____
By: _____