

Van Hise Elementary PTO

Afterschool Classes 'Salary'/Expense Reimbursement Form

Please attach any original receipts. The PTO may not reimburse for sales tax due to its non-profit status (if you need our tax ID please contact treasurer)

Name of Afterschool
Class:

Dates & Times of
Class(s):

Total Hours:

Total Income Request:
(Hours x \$35/hr)

Total of any Expense
Reimbursements:

Date of Request:

Total
Request:

\$0.00

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Your Name:

Address to deliver
check (if you don't have
a school mailbox):

Phone #/Email address:

Send documents to PTO Treasurer: Email: treasurer@vanhisepto.org or drop them in the PTO mailbox in the school office addressed to treasurer

For Treasurer Use

Check #

Date of Check

last updated 9/5/2014