

Van Hise Elementary PTO

Check Request/Expense Reimbursement Form

Please attach original documentation such as invoice and/or receipt and submit with 30 days of expense/event. The PTO may not reimburse for sales tax due to its non-profit status (if you need our tax ID please contact treasurer)

Date of Request: _____ Amount Requested \$ _____

Payee: _____

Address (details of check should be delivered):

Requested By: _____

Phone #/Email address: _____

Committee or Event: _____

Purpose of the Expense:

Send documents to PTO Treasurer: Email: treasurer@vanhisepto.com or drop them in the PTO mailbox in the school office marked for treasurer.

<i>For Treasurer Use</i>	
Check #	_____
Date of Check	_____