

2018-19
School Year

Weaverville Schools PTO Reimbursement Request Form



Please write a reimbursement check to _____

in the amount of _____. (Please staple receipts *behind* this form.)

What was purchased: _____

(example: pizza)

Reason purchased: _____

(example: Staff Appreciation meal)

Check One. Primary School Elementary School General PTO expense

What was purchased: _____

(example: pizza)

Reason purchased: _____

(example: Staff Appreciation meal)

Check One. Primary School Elementary School General PTO expense

By signing below, I promise that the goods/services for which I am being reimbursed were used for PTO purposes.

Signature

Date form submitted

Choose one:

I'll get my check from you at the next PTO meeting.

Please send my check home with my child.

Student's name _____ Grade ____ Teacher _____

If the Treasurer has any questions, she can contact me by phone text email at the following number or address: _____