

# Hauser PTO

## Check Request / Expense Reimbursement

Date requested \_\_\_\_\_

(For Treasurer:) Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date of check \_\_\_\_\_

**Payee:** \_\_\_\_\_

*(Unless noted below, reimbursement will be left in Treasurer's envelope in PTO folder in school office. You will be notified via email.)*

\_\_\_\_\_ Please mail directly to Payee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested by** \_\_\_\_\_

**Phone #/ e-mail address** \_\_\_\_\_

**Committee or program** \_\_\_\_\_

**Signature of program chair:** \_\_\_\_\_

**Purpose of expense** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Support: Attach original documentation such as invoice and/or receipt.**