

Hauser PTO – Check Request / Expense Reimbursement Form

- *Attach original documentation such as invoice and/or receipt.*
- *Submit to PTO Treasurer, Jennie Royer:*
 - **Electronically** – Forms and receipts/documentation can be provided electronically. Scan and send to hepkerjennifer@gmail.com
 - **Hardcopy** – Hardcopies can be dropped off through mail slot of front door at 187 Olmsted Rd, Riverside.

Date requested: _____ For Treasurer:
Amount \$ _____ *Check #* _____
Date of Check: _____

PAYEE: _____

Payee Address: _____

REQUESTED BY: _____

Phone # / Email Address: _____

Committee or Program: _____

Signature of Program Chair: _____

Purpose of Expense: _____
