

**2022-23 Hauser PTO  
Check Request / Expense Reimbursement Form**

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

*Submit to PTO Treasurer:*

- **Electronically**—Forms and receipts/documentation can be provided electronically. Scan and send to treasurer@hauserpto.onmicrosoft.com
  
- **Hardcopy**—Hard copies can be dropped off at Hauser office after notifying the treasurer by email.

To be completed by Treasurer:

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**Date requested:** \_\_\_\_\_ *Check #* \_\_\_\_\_

**Amount \$** \_\_\_\_\_ *Date of Check:* \_\_\_\_\_

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**PAYEE:** \_\_\_\_\_

Payee Address: \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

Phone # / Email Address: \_\_\_\_\_

Committee or Program: \_\_\_\_\_

Signature of Program Chair: \_\_\_\_\_

**Purpose of Expense:** \_\_\_\_\_

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