

# PVN PTO Expense Reimbursement Request

Date: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

*Please print*

Deliver to PVN:      Child's name: \_\_\_\_\_

Child's teacher: \_\_\_\_\_

Mail to my house:      Home address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone number: \_\_\_\_\_

Category	Vendor/Item	Amount
<b>Total:</b>		

Examples of Categories

- |                   |              |                  |
|-------------------|--------------|------------------|
| Open House        | Membership   | Little Elk Rally |
| Fitness Challenge | Directories  | Hospitality      |
| Shirts            | Photocopying | Winterfest       |
| School supplies   | Frosty Shop  | Family fun night |
| Field trips       |              |                  |

Please attach receipt(s) to this form with item circled or highlighted. You may place your reimbursement request in the Treasurer's drawer in the school office.

Thank you for your assistance in making this school year a success!