



**TONAWANDA**

Elementary School

## PTO EXPENSE REIMBURSEMENT REQUEST

Fill out the form below completely. Gather all receipts. Submit form and all receipts to the Tonawanda Elementary School PTO Treasurer within 30 days of the event/expense and before the end of the fiscal year, June 30. The Treasurer mailbox is in the Tonawanda Elementary School Administrative Office Suite or email [tonawandaptotreasurer@gmail.com](mailto:tonawandaptotreasurer@gmail.com).

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

Event/Category: \_\_\_\_\_

Approver Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_

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

Email: \_\_\_\_\_

Send Check To (name): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Description of Expense	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	Total _____

**Treasurer Use Only**

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Category: \_\_\_\_\_