

Driscoll PTO Reimbursement Form



DIRECTIONS

- **ALL:** Please complete this form and attach any supporting documentation (i.e., receipt, invoice, etc.). Please keep in mind that you **cannot** be reimbursed for tax.
- **DRISCOLL STAFF:** You must submit this completed form to the principal prior to requesting funds from the PTO.

Requester's Name:		Date Submitted:	
Phone Number:		Amount Requested:	
Explanation of Fund Request			

Principal Use Only (if applicable)

Approved By:		Date Received:	
Notes (if any)			

PTO Treasurer Use Only

Approved By:		Date Received:	
		Date Reimbursed:	
Notes (if any)			