Natoma Station PTO Reimbursement Form

Treasurer Completes:
Ck #/ Visa_____
Amt_____
Date _____

Request Date: _____
Payable To:_____
Delivery Method (choose one):

- ☐ Deliver to my student _____ in _____ (grade and teacher)
- ☐ Mail to _____

Expense Category (see below)	**Expense Description**	**Amount**

Total Amount: _____

Authorized by: _____ and _____
(President) (Treasurer)

Expense Categories:

- Grade expense (list grade)
- Membership Drive
- Back to School Bash
- Math Night
- STEM Night
- Cheetah Chase
- Fall Festival
- Family Movie Night
- Pancake Breakfast
- Literacy Night
- Assembly/ Field Trip
- Book Fair
- Talent Show
- Donuts with Grown Ups
- Open House
- Field Day
- School Supply Donations
- Garden
- Library
- Philanthropy
- Principal Items
- Playground Supplies
- Student Council
- Teacher Appreciation
- Yearbooks
- Spirit Wear
- Art Program
- Paw Patrol
- Vending Machine
- Musical
- Classroom Enrichment
- Operating Expenses:
  - Fees
  - Taxes
  - Licensing
  - Insurance
  - Supplies
  - Printing/Copying

Please attach all receipts and information to this form. No reimbursements will be taken without proper documentation. Turn in all forms by June 30th of the current school year to the Treasurer box in the NSE Front Office or email all information to the treasurer.