

LINCOLN ACADEMY PTO REIMBURSEMENT REQUEST



**** PLEASE ALLOW 1 WEEK FOR TREASURER TO FILL ALL
REIMBURSEMENT REQUESTS. ****

**IF REIMBURSEMENT IS NEEDED IMMEDIATELY, PLEASE CONTACT THE PTO
TREASURER AT PTOLEOPARDS.TREASURER@GMAIL.COM**

DATE SUBMITTED:

YOUR NAME:	PHONE/E-MAIL:
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EVENT:	TOTAL AMOUNT FOR REIMBURSEMENT:
	\$

REASON FOR REIMBURSEMENT:

DELIVER CHECK TO: (SPECIFY ADDRESS OR CHILD'S NAME, GRADE AND TEACHER)

PLEASE ATTACH THE RECEIPT(S)/INVOICE TO THE BACK OF THIS FORM

ACCEPTED BY PTO TREASURER	DATE:
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