

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:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Teacher expense (list grade) • Cheers and Tears • Membership Drive • Back to School Bash • 5th Grade Promotion • STEM Night • Cheetah Chase • Fall Festival • Family Movie Night • Cultural Night • Literacy Night • Assembly/ Field Trip • Book Fair | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Spirit Wear • Art Program • Paw Patrol • Vending Machine • Musical • Classroom Enrichment • Operating Expenses: <ul style="list-style-type: none"> ○ 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. Questions? Email NatomaStationPTO@gmail.com.