

		Check # _____ Date _____ Amount \$ _____ Category _____ _____
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**Henry PTO 2025-2026
Check Reimbursement Form**

Date: _____ Total Request Amount: _____

Make Payable To: _____

Mail To: _____

Person Making Request: _____

Email Address: _____

(For email confirmation of payment)

Committee/Position: _____

Description of Expense:

Questions?
Bulldogtreasurer700@gmail.com or text Kari Roehr 314-570-5758

If submitting hard copy: attach receipts to this form with purchases for reimbursement circled and turn into the Henry PTO folder in Henry Front Office.

If submitting digital copy: email to address below the completed digital form AND digital copy/picture of receipts with purchases for reimbursement circled.

Bulldogtreasurer700@gmail.com

Local and state taxes are NOT reimbursable