Carriel PTO
Reimbursement Request Instructions:

To submit a reimbursement request, please send an email to ptocarriel@gmail.com with the following information:

- Your full name
- The total amount
- Description or purpose of expense
- How to pick up your check (from the front office, PTO meeting, send home with a student (include the name), or meet with the treasurer)

Please also include pictures of your receipts to verify purchases.

If you have any questions about the new Reimbursement Policy, please do not hesitate to contact us at the same email address listed above.

Thank you!

Kelley Goeden
Carriel PTO Treasurer