

Bridgeport PTO Reimbursement & Fund Request

Bridgeport Elementary PTO | 5505 SW Borland Road, Tualatin, OR 97062

Date Requested:

Purpose:

Payment Information

Requested by:			
Circle one:	Teacher	Parent	Other
Payment to (if not requestor):			
Email:			
Phone:			
Circle one:	Reimbursement	Invoice	Other

Receipts

Purchase Date	Vendor	Amount

Total:

Signature

Please attach original receipt and place in Reimbursement folder located in the plastic file box on the counter in the teacher's workroom. Pick-up and drop-off of reimbursements occur on Tuesdays. Thank you!

PTO USE ONLY		
Date:	Check#:	Authorized by: