



Bemis Elementary PTO

Check Reimbursement Request Instructions

2026-2027 School Year

Requesting Reimbursement:

When funds are spent that the PTO has voted to reimburse, please use the following process:



Check Request
Template

1. Complete the electronic check request reimbursement template.
2. Ensure all fields are populated on the form.
3. Scan or take photo of all receipts relevant to the reimbursement.
4. Submit completed check request form and attach receipts and send to bemistreas@gmail.com

General Notes:

- Please allow up to a maximum of 2 weeks for a check reimbursement to be sent.
- Reimbursements will not be processed with out a completed form and all supporting documentation provided, which may include completed and signed W-9 form from vendor.