



Thornebrooke Elementary PTO Request for Check Reimbursement

Attach Receipts Here

Check payable to: _____ Date: _____

Committee	Event	Store Name	Amount
List additional receipts on back.			TOTAL REQUESTED

Check will be placed in Committee Folder.

If you would like to be notified via text when the check is ready, please provide a phone # below:

Phone: _____

Additional notes:

Please attach all receipts! You will not receive reimbursement if all listed receipts are not attached.

For Treasurer's Use Only: _____ Date: _____

Treasurer Authorization: _____

2nd Auth (if \$250+): _____

Budget Category: _____ \$

Budget Category 2: _____ \$

Budget Category 3: _____ \$

Amount Reimbursed:

CHECK #