



Saint Patrick Catholic School PTO Expense Reimbursement/Check Request Form

Instructions

Use this form for ALL expense reimbursements or check requests. Please attach all receipts and/or invoices to this request form. Committee members should not submit receipts without the chairperson's knowledge and approval.

Any questions contact Natalie Foy at natalie.s.foy@gmail.com.

Today's Date _____

Requestor's Name _____

Requestor's phone or email _____

Request a check for \$ _____ made payable to _____

Committee _____

Event/Program Name _____

Description of Expense _____

Please designate delivery to the Treasurer's Mailbox in the school office.
(for backpack mail purposes)

Send requested reimbursement via backpack mail through _____