

St. Mary's School, Richmond, VA

"PTO Expense Reimbursement" Form

Instructions:

- 🍏 This ***"PTO Expense Reimbursement"*** form can be downloaded from the St Mary's School website www.SaintMary.org.
- 🍏 Complete this request form and clearly state the PTO activity related to the expense.
- 🍏 This request form and itemized receipts should be scanned electronically for submission. A scanner is available at the school office.
- 🍏 Submit the scanned form and receipt(s) or invoice(s) to the PTO Treasurer and the Committee Chair Person (Activity owner, as per the PTO budget) via email. The PTO Treasurer email is PTO.Treasurer@SaintMary.org
- 🍏 Funds will be reimbursed after email approval has been received from the Committee Chair Person to the PTO Treasurer.
- 🍏 The PTO Treasurer will issue the reimbursement check and submit it to the school office administrator (Dee Dee Kelly) for a secondary signature and delivery.

Pre-payment Payment Reimbursement
Check One- Request must be accompanied by an invoice or receipts

Name _____ Phone _____

E-mail Address _____

Mailing Address or Student/Grade (if check is to be sent home in backpack)

Reason for prepayment, payment, or reimbursement:

Amount Due: _____ Committee/Fundraiser: _____

↓ For PTO Use Only ↓

Date Received: _____ Approved By: _____

Check # & Amount: _____

Category & Amount: _____ Category & Amount: _____

Category & Amount: _____ Category & Amount: _____