Kettle Lake Elementary PTO

Reimbursement Form

Name of Event: _____ Date of Event: _____

Name of person being reimbursed:

Name: _____

Telephone: _____ Email: _____

Method of delivery:

- ○ Mail: Address _____
- ○ Backpack: Student name & class _____
- ○ Pick up from office

Item/Reason for Purchase	Amount
Total Amount Reimbursed	

Proof of purchase must be attached!

Request for reimbursement should be submitted to the PTO Treasurer (Jennifer Putnam) via:

- Mailbox in office
- Email – jenniferleeputnam@gmail.com

PTO USE ONLY (Please)

Reviewed By:_____ Title: _____

Date of Check: _____ Check Number: _____

Check Writer: _____ Title: _____