

Linn Grove PTO Reimbursement Form

REIMBURSEMENT		
Date Submitted:	Submitted By (payee):	
Amount Requested:	Phone Number:	
	Reason/Purpose	
Purpose or Event :		
Category approved under		
Reimbursement checks are put in staff mailboxes or sent home with your child.		
Staff Mailbox:	Oldest Child's Homeroom:	
☐ Supporting document/bill attached		
Item(s) Purchase	List Receipts/Invoices, continue on back if needed	<u>Amount</u>
	Amount of Shipping	
	Amount of Sales Tax Total Requested Amount	
	PAYMENT BY PTO	
Γ		
For PTO use only:		
Date Received:	Acknowledgement Sent:	
PTO Check#	Date Sent:	_
Payee:	Approved by:	