



## St. Anne School PTO Reimbursement Form

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**Date of Request:** \_\_\_\_\_

**Amount of Reimbursement:** \_\_\_\_\_

(Please attach all receipts to Reimbursement Form. We cannot issue reimbursement without receipt.)

**Event name reimbursement relates to** (Movie Night, Grandparents Day. Etc.):

\_\_\_\_\_

**Payee:** \_\_\_\_\_

**Payee Address:** (All reimbursement checks will be mailed to Payee. We will no longer send checks to school office or place in student back packs.)

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**Please send Reimbursement Form and receipts to Jen Morris c/o Calvin Morris - Grade 5 or mail to: Jen Morris – 20 Green Spring Circle, Lancaster, PA 17603.**

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PTO Approval Signature: \_\_\_\_\_

PTO Check No.: \_\_\_\_\_

PTO Check Date: \_\_\_\_\_

Date Mailed: \_\_\_\_\_