

 Burns Park PTO 
Reimbursement Form

Please read the instructions
below before proceeding

Requestor:

Amount:

PTO Program to be charged expense:

Description of item:

Who should check be made out to?

Address check should be mailed to:

Date needed by:

Instructions:

1. Please fill out the above information as thoroughly and neatly as possible.
2. The receipts that support the above amount must be attached to a separate piece of paper and attached to this reimbursement form. If there is more than one receipt supporting the expense, a summary of the total receipt amounts needs to be included.
3. Once you have filled out the sheet and attached the receipts please put the form in the PTO Treasurer mailbox in the office at Burns Park.
4. **Please keep copies of receipts or any other documents submitted.**

If you have any questions or concerns about reimbursements or budgets, please don't hesitate to contact Helen Levy (helenglevy@gmail.com) or Shawn Ye (changyuye@gmail.com).