

VHE PTO Reimbursement Request

THANK YOU for following these instructions:

- 1) Please fill out this form completely. **Missing info may delay reimbursement.**
- 2) Provide receipts for all purchases.
- 3) Completed forms (PDF/scan/photo) may be emailed to treasurer@vanhisepto.org or delivered to the PTO mailbox in the teacher's lounge (this may delay processing).

For VHE PTO Use Only

Check #:

Date:

Budget

Category:

1. What kind of request is this?

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Afterschool - Class Expenses

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Afterschool - Teaching Payment

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Staff Stipend

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PTO Grant Expense

☐

Other - Please explain:

2. Who is making the request?

Name: _____

3. What is the total amount requested?

\$

☐

Yes – My receipts are attached

Please explain the total and provide any additional information:

4. Where should the reimbursement check be sent?

☐

Place in my school mailbox

☐

Please send to the following address:

Name: _____

Street Address: _____

City, State, ZIP: _____

5. Afterschool Reimbursements Only - Please provide the following:

Class Name: _____

Hours and Dates Worked: _____

Total Hours for this Request: _____

Questions? Please email treasurer@vanhisepto.org