

JC Booth Middle School PTO - Reimbursement Form

Committee / Activity _____

Date _____

Instructions

- 1 Fill out form completely and legibly.
- 2 Attach receipt(s) (copy or original). Be sure to clearly indicate what items are being requested for reimbursement and number receipts.
- 3 Calculate a total of all receipts.
- 4 Submit this completed form and all receipts to the PTO Treasurer in one of the following ways:
 - a. Leave in Blue folder in PTO Box in Booth mailroom.
 - b. Email to joegio.3rd@gmail.com.
 - c. Text to (203) 470-2044.

Items Purchased Requesting Reimbursement

<u>Receipt #</u>	<u>Description</u>	<u>\$ Amount</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
Overall Total		=====

Person Handling

Signature _____ Print Name _____

Phone Number _____ Email _____

Address to Send Check to _____

Committee Chairperson

Signature _____ Print Name _____

Notes

Any questions contact Joe Giordano (203) 470-2044.