

**Southmoor PTO**  
**Reimbursement/Receipt Request Form**



Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Amount \$: \_\_\_\_\_ Pay To: \_\_\_\_\_

Purpose of Funds (Be Specific): \_\_\_\_\_

Reimbursement or Donation (If donation, a tax deductible receipt will be emailed to you) \_\_\_\_\_

Method of Delivery: \_\_\_\_\_ Date: \_\_\_\_\_

Address if being mailed: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note: Attach all receipts and other applicable supporting documentation (i.e., receipts, purchase orders, contracts, etc.)*

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For Treasurer's Use Only

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Category: \_\_\_\_\_

Approved by PTO Officer: \_\_\_\_\_