

# West Middle PTO Reimbursement Request 23/24

Questions?? Contact the WMS PTO Treasurer at: [treasurerpwmppto@gmail.com](mailto:treasurerpwmppto@gmail.com)

\*\*\*\*\* If submitting digital copy (preferred): Email to address below the completed digital form AND digital copy/picture of receipts with purchases for reimbursement circled to: [treasurerpwmppto@gmail.com](mailto:treasurerpwmppto@gmail.com)

\*\*\*\*\* If submitting hard copy: Attach receipts to this form with purchases for reimbursement circled AND turn in to West Middle PTO folder in WMS Front Office

*Please note: Local and state taxes are NOT reimbursable.*

Date Submitted:	___ / ___ / ___	Submitted By:
Reimbursement Amount Request Total:	\$	
Make Check Payable To:		
<input type="checkbox"/> Mail To <input type="checkbox"/> Pickup from Office		
PTO Program/Activity/Event:		
Description of Purchase/Items	\$ Amount \$	Receipt Attached?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

WEST MIDDLE SCHOOL PTO TREASURER USE ONLY

Received Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date Paid: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Check #: \_\_\_\_\_    Amount: \$ \_\_\_\_\_

Budget category/line: \_\_\_\_\_

Notes: