** Expense Reimbursement Form **

**Highcroft Ridge Elementary PSO**

***Instructions:*** Fill out form completely, attach related receipt(s) or other supporting documents, and submit all information within 30 days of expense:

1. PREFERRED: Electronically via borglumpso@gmail.com, **or**
2. Via hard copy to the PSO mailbox at Highcroft.

Name:

Address:

Email: Phone:

$ Amount: Today’s Date:

Budget Category (ex: Trivia Night):

Additional comments (if applicable):

**REMINDER: DON’T FORGET TO ATTACH RECEIPTS**