

		Check # _____ Date _____ Amount \$ _____ Category _____ _____
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**Henry PTO 2023-2024
Check Reimbursement Form**

Date: _____ **Total Request Amount:** _____
Make Payable To:

Mail To:

Person Making Request: _____

Email Address: _____
(For email confirmation of payment)

Committee/Position:

Description of Expense:

Questions?

Bulldogtreasurer700@gmail.com or text Sarah Masterson 314-761-6641

If submitting hard copy: attach receipts to this form with purchases for reimbursement circled and turn in to Henry PTO folder in Henry Front Office.

If submitting digital copy: email to address below the completed digital form AND digital copy/picture of receipts with purchases for reimbursement circled.

Bulldogtreasurer700@gmail.com

Local and state taxes are NOT reimbursable