Questions?? Contact the WMS PTO Treasurer at: [treasurerpwmpto@gmail.com](mailto:treasurerpwmpto@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: [treasurerpwmpto@gmail.com](mailto:treasurerpwmpto@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: |  | | | | | | | | |
| □ Mail To □ Pickup from Office | | |  | | | |  | | |
| PTO Program/Activity/Event: | |  | | |  | | | | |
| Description of Purchase/Items | | | | | | | | $ Amount $ | Receipt Attached? |
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# WEST MIDDLE SCHOOL PTO TREASURER USE ONLY

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

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

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

Notes: