Questions?? Contact the WMS PTO Treasurer at: 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

\*\*\*\*\*\*\* 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: