

Mark Twain PTO Reimbursement Form

Instructions:

1. Fill in all fields (print legibly). Incomplete forms will not be processed.
2. Staple the original receipts to the form.
3. Place the form and receipts in the Treasurer's box in the PTO Work room **OR** email forms and scanned copies of the receipt to treasurer@marktwainpto.org.

Name: _____

Date: _____

Budget Line expense is to be charged to: _____

(Please choose from the categories listed below)

Revenue Generating Expenses	General Expenses	Funds
Bingo	Art and Math/Science	Mark Twain Administration
Book Fair	Bank Fees	Teacher Supply
Corporate Campaign	Dual Language	5 th Grade Fund
Dad's Club	Facilities/Safety	
Directory	Hospitality	
Huckleberry Bash	International Events	
Membership	Parent Education	
Musical	PTO President	
School Store	Recruiting	
Spooky Spectacular	Staff Appreciation	
Yearbook	Treasurer Supplies	
5 th Grade Fund	VIPS/Kinder	
	Website Maintenance	

Total Amount of Reimbursement (sales tax is not reimbursed): \$ _____

Brief description of what you purchased on behalf of the PTO:

Special Delivery Instructions – (Unless noted check will be left in your box in the parent workroom):

Chairman Approval (Required for Huckleberry Bash and Spooky Spectacular):
