



Burns Park PTO



Reimbursement Form

Please read the instructions
below before proceeding

Requestor _____

Amount _____

PTO Program to be charged expense: _____

Description of item _____

Who should check be made out to? _____

Address check should be mailed to: _____

Date needed by: _____

Instructions:

1. Please fill out the above information as thoroughly and neatly as possible.
2. The receipts that support the above amount must be attached to a separate piece of paper and attached to this reimbursement form. If there are more than one receipt supporting the amount a summary of the receipt amounts needs to be prepared.
3. Once you fill out the sheet and attached the receipts please put the form in the folder in the office at Burns Park.
4. ***Make sure to keep copies of receipts or anything your turn in.***

If you have any questions or concerns about reimbursements or budgets please don't hesitate to contact Steve Swaney at steveswaney@gmail.com or Jenny Freisthler at jenny@freisthler.com