



Treasurer Use Only  
**Check #:**  
**Date:**  
**To:**  
**Amount paid**  
**Category**

## CHECK / REIMBURSEMENT REQUEST

Directions: If possible, please email this form along with scanned receipts to [treasurer@wardpto.org](mailto:treasurer@wardpto.org). If manually filling out form, please bring to the main office at the Ward School with original receipts.

Form completed by:		Date completed:	
Email address			
Make check payable to:			
Amount:			
Delivery (check one):	Ward School Main Office	Mail to:	

## EXPENSE DETAILS

Provide information for each receipt below (limit of 5 receipts per reimbursement).

Vendor	Amount	Expense Category Breakdown (if known) If using multiple categories for one receipt, please include breakdown of amounts here.
<i>Example</i> Amazon	\$100.25	\$75.25 Community Events (tablecloths, cutlery); \$25.00 PTO Administration (envelopes)
1.		
2.		
3.		
4.		
5.		