

South Park Elementary Center PTO

Reimbursement Form

Treasurer Contact

Carey Mejalli

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**Expenditures**

Make Check Payable To: \_\_\_\_\_

Committee To Charge: \_\_\_\_\_

- ❖ attach original invoices and/or receipts
- ❖ mark items purchased on receipts
- ❖ list expenditures and amount from your receipts

Item(s)	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total: \$ \_\_\_\_\_

Signature \_\_\_\_\_

Choose how you would like to receive your reimbursement:

\_\_\_\_\_ PTO meeting

\_\_\_\_\_ Send home with my child

Child's Name \_\_\_\_\_ Teacher \_\_\_\_\_ Room \_\_\_\_\_

\_\_\_\_\_ Mail (please provide an address)

\*\* According to the Standing Rules, one committee chairperson is responsible for managing expenses within that said committee's budget.

\*\* Please ensure that the committee chairperson has knowledge of your expenditures.

**\*\* REIMBURSEMENTS MUST BE MADE WITHIN FOUR WEEKS OF THE TRANSACTION(S). NO EXCEPTIONS WHATSOEVER. \*\***

Check No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_