

Reimbursement/ Expense Form



Directions

Please complete this form, and submit it along with all receipts and/or invoices to the Co-Treasurers via one of the following methods:

1. scan and e-mail to Sara at the address below OR
2. place in the PTO basket located in the school's office.

If you want to deliver it directly to the Co-Treasurers, please call or text Sara at 614-530-8511 to make arrangements.

To: Sara Guster, Co-Treasurer, saraguster1@gmail.com
 Elin O'Neill, Co-Treasurer, ebschoenfelder@hotmail.com

Date: _____

From: _____

E-mail/Phone: _____

Committee/Event: _____

Description (all receipts and/or invoices must be attached)

Amount

_____ \$ _____

_____ \$ _____

Total: \$ _____

Make check payable to: _____

A check will be issued in one week or less. **Please select delivery method:**

Pick up in DRE office

Mail to the following address: _____

CO-TREASURER'S USE ONLY

Check #: _____

Direct Withdrawal

Date Paid: _____

Date Recorded: _____