**2022-2023**

**PTO REQUEST FOR REIMBURSEMENT FORM**

*For reimbursement of funds previously approved by the PTO, complete this form and attach all supporting documentation. Please submit electronically if at all possible – scans or photos of receipts are welcome. You may also leave it in the PTO cabinet in the school office. Keep a copy for yourself. This form can be downloaded from the Finances page of the PTO website* [*www.firesidepto.org/policiesforms*](http://www.firesidepto.org/policiesforms) *.*

To submit forms, check the status of your reimbursement, check allocations, etc., please email the PTO Treasurer, Jessamine Fitzpatrick, [treasurerfiresidepto@gmail.com](mailto:treasurerfiresidepto@gmail.com) or you can text/call (415) 5312-2520.

Reimbursement requests will typically be **processed monthly**. If you would like your reimbursement to be expedited, please let Jessamine know via email or text.

Date:

Requested by:

Email and phone in case there are questions:

Payable to:

Return check to (please request either school mailbox or provide an address):

PTO Line Item from Budget (if known)

General description/purpose:

TOTAL AMOUNT REQUESTED:

***\*\*\*All items purchase with PTO funds belong to and need to remain at Fireside Elementary School\*\*\****