

**Broadneck Elementary School PTO
Request for Reimbursement of Expenses / Payment of Invoice
2018- 2019 School Year**

Requestor name: _____ Date: _____

Number where you can be reached: _____

If you are a teacher, what grade do you teach? _____

If you are a committee chair, which committee do you represent? _____

Check should be made payable to: _____

Address if check is to be mailed: _____

Total amount: \$_____

Brief description of expense or invoice:

PLEASE NOTE:

- In order to receive reimbursement for expenses you must attach all original 3rd party vendor receipts.
- Place this form, receipts and / or invoices in the PTO Treasurer's mailbox by the 15th or the 30th of the month.
- If you have any questions please contact the Broadneck Elementary School PTO Treasurer:

Emily Van Oudenaren
emily@rustinsurance.com