



Cranbury Elementary School PTO Reimbursement Request Form Instructions

This form is used when a payment has already been made and the payee is seeking reimbursement.

1. Complete the form in full and make sure to sign and date request. Attach all receipts or invoices as backup. If you do not attach any backup, the form will be returned unpaid to you.
2. Place completed form in Treasurer's mailbox located in the Cranbury Elementary School front office.
3. Treasurer will submit form to PTO President for approval signature.
4. Once the PTO President signature is obtained, a check will be mailed to you. If you prefer to receive the check by another method, please let the Treasurer know in advance.

Reimbursement Request

YOUR NAME:		PHONE: () -	
PROJECT/CATEGORY:			
DATE SUBMITTED: / /		DATE MAILED: / /	
REASON FOR REIMBURSEMENT:			
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET		or <input type="checkbox"/> APPROVED AT MEETING (DATE: / /)	
CHECK PAYABLE TO:		AMOUNT: \$	
FULL ADDRESS: (Your check will be mailed to you.)			

Receipt(s) totaling the amount of reimbursement must be attached.

APPROVED BY (PTO OFFICER):	DATE: / /
APPROVED BY (PTO OFFICER):	DATE: / /

For Treasurer's Use Only: Category _____ Check # _____ Date _____ Logged _____