

Echo Hill PTO Request for Funds/Reimbursement



Those requesting funds must fill out this form completely. No reimbursement will occur without this form and supporting original receipts. Completed forms and receipts should be sent to echohilltreasurer@gmail.com. Thank you.

Date Submitted: _____ Reimbursement Amount Requested: _____

Person Requesting Reimbursement: _____

Phone: _____ Email: _____

Mailing Address: _____

Reason/Purpose of Reimbursement
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Purpose or Event: _____

PTO Budget Line Item (if known): _____

Please itemize your expenditures in the form below, and attach all receipts/supporting documents to this form before submitting it to the PTO Treasurer:
echohilltreasurer@gmail.com

Items Purchased	Amount:
Total Requested Amount	\$

Please remember all items purchased with PTO funds are the property of the Echo Hill PTO for use in the building, by the staff, and/or by Echo Hill students. Approved reimbursements will be sent out after the preceding PTO meeting at which they were approved. Thank you.

Payment by Echo Hill PTO | For PTO use only

Date Received: _____ Approved by: _____

Budget Line Item: _____ Date Paid: _____ Check #: _____

Amount \$ _____ Recorded on: _____