



## PTSO CHECK REQUEST/REIMBURSEMENT FORM

Submit to Treasurer Monica Freeland  
Please PRINT all information in black ink

Person Submitting Form:

Phone:

Email:

Date:

Amount (s)	Event (s)	Item (s)

**Total:**

**Check made payable to:**

**Check sent to:**

**Please tape all receipts to a white blank 8-1/2 X 11 sheet of paper. Reimbursement requests should be submitted within 30 days of the close of an event.**

**Please note: If you are requesting reimbursement of over \$100 for a school event/activity, the President of the PTSO ([Jamie.tran@att.net](mailto:Jamie.tran@att.net)) must be notified via email with a copy to the Treasurer at [mmfreeland@aol.com](mailto:mmfreeland@aol.com).**