



H.C. JOHNSON ELEMENTARY SCHOOL PTO

PTO Purchase Reimbursement Form

Please use this form to request reimbursement for an authorized purchase made on behalf of the PTO. Receipt(s) must be submitted with this form. Reimbursement should be requested no longer than 30 days after purchase. All receipts must be submitted before the end of the school year. Return this form to the PTO President's folder at the reception desk.

Name: _____

Purchase amount to be reimbursed: _____

Event or reason for purchase: _____

Description of purchase: _____

Please list each vendor and the amount spent. Attach a receipt for each.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____