## Reimbursement Request



Reason for Reimbursement  Included in Annual BudgetORApproved at Meeting (date)  Check Payable ToAmount  Full Address  This section to be completed by person requesting Reimbursement from the Coal Mountain Elementary School PTO. Receipt(s) totaling the amount of reimbursement must be attached. In must be signed by Committee Head and/or Board Member responsible for project, category or section to be completed and/or Board Member responsible for project, category or section to be signed by Committee Head and/or Board Member responsible for project, category or section to be signed by Committee Head and/or Board Member responsible for project, category or section to be signed by Committee Head and/or Board Member responsible for project, category or section to be section to be completed by person requesting Reimbursement from the Coal Mountain Elementary School PTO. Receipt(s) totaling the amount of reimbursement must be attached.	Your Name		Phone	
Check Payable ToAmount	Project/Category			
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Approved By (PTO Officer)  Date	3 ,	and/or board Member	responsible for p	roject, category or
	event.		responsible for p	roject, category or
Approved By (PTO Officer)  Date	event.  Authorization	1		roject, category or
	Authorization Approved By (Committe	ne Chair)	Date	roject, category or
	Authorization Approved By (Committe  Approved By (PTO Of	e Chair)	Date	roject, category or
	Authorization Approved By (Committe  Approved By (PTO Of	e Chair)	Date	roject, category or