

Westwood PTO Personal Reimbursement Request Form

Name: _____

Signature: _____

Date: _____

Total: \$ _____

Event: _____

Purchase
Purpose(s): _____

Can we send your reimbursement check home via your child's backpack? YES / NO

If not, please supply an address to mail check:

Please attach all receipts; Westwood PTO will not issue a reimbursement without this completed form and accompanying original receipt(s). If you are submitting receipts for more than one event, a separate form must be completed for each event. Receipts that include additional personal purchases that are not to be reimbursed by Westwood PTO must have the PTO items circled and initialed.

If you have questions about the eligibility of a purchase for reimbursement, or about this form, please contact me before submitting for reimbursement. This form and receipts can be sent into the office in an envelope marked "PTO Treasurer."

Thank you for your time and effort on behalf of Westwood PTO.

Karen Wright
Westwood PTO Treasurer
pto.treasurer.westwood@gmail.com