

# REIMBURSEMENT REQUEST



GREAT

Treasurer  
goldrushtreasurer@gmail.com

**Instructions:**

1. Obtain officer approval **before** purchase.
2. Fill out this form.
3. Tape copies of "**clean receipts**" (receipts must include only items for reimbursement -- **no personal purchases**) to the back of this form. Additional receipts may be taped to a blank sheet of paper.
4. Place this form with attached receipts in the **PTO mailbox**. A check will be mailed to the address listed.

**Reimbursement requests must be submitted within thirty days of event conclusion.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Description of Purchase:**

**Total Requested:** \_\_\_\_\_