

Reimbursement Request (Yellow Form) (revised 08/05/2011)

Navy PTO

Submit with a receipt for reimbursement within 30 days of the conclusion of the event or program

Date _____

Your Name _____

Phone _____ Email _____

Check Payable to (Please print clearly) _____

Amount \$ _____

Your Address: _____

(Please print clearly) _____

Event/Program _____

Reason for Reimbursement _____

___included in annual budget or ___Approved at meeting (date _____)

Reimbursement Checks:

Attach original or a copy of receipt(s) totaling the amount of reimbursement

Your check will be mailed to you.

Please place this form, with attachments, in the Treasurer's folder in the PTO box in the Navy School front office. If you have any questions, contact Wendy Chung at wchung98@yahoo.com, or 703-675-6057.

Approved by (PTO Officer) _____ Date _____

Approved by (PTO Officer) _____ Date _____

For Treasurer's Use Only

Category _____ Check # _____ Dated _____ Logged _____

Date Check Mailed _____