



SUNNYSIDE PTO

REQUEST FOR REIMBURSEMENT

(OF BUDGET APPROVED FUNDS)
2020-2021 School Year

Date: _____

Amount of Request: _____

Requested By: _____

Check Payable To: _____

Delivery Instructions: (mail, send with child, etc)

Contact Phone/Email: _____

TO BE COMPLETED BY
TREASURER

Date Paid: _____

Check #: _____

Initials: _____

Purpose and Event for Purchase: _____

***** All receipts must be attached to request in order for reimbursement to be completed*****

Instructions: Please complete the entire form and submit with receipts to request reimbursement for board approved purchases/events. Please direct to PTO Treasurer, Nora Leisner, via email at noraleisner@gmail.com, or place in the PTO Mailbox located in the school office. Contact Nora with any questions (920) 590-0671 or via email at noraleisner@gmail.com

****All requests for reimbursement must be received by Friday 6/8/20****