

WASHINGTON IRVING PTO OF OAK PARK
REIMBURSEMENT REQUEST

The purpose of this form is to request reimbursement from the PTO for an approved expense that you already paid.
To request a check from the PTO to pay an approved, but unpaid expense, please complete the Check Request form
To request approval for a new, unbudgeted expense, please complete the New Funding Request form.

INSTRUCTIONS

- 1) Complete this request and attach receipt(s) or other expense documentation. *If request is for reimbursement of a payment of \$600 or more to a service provider, an [IRS W-9](#) completed by the provider must be submitted with this request.
- 2) Email completed Reimbursement Request & supporting documentation to the PTO Treasurers at Treasurer@IrvingPTO.com or place paperwork in the PTO Mailbox in the Irving School office. [Email is preferred to process request faster.]

REQUEST DETAILS

Date of Request:		Requested By (Name):	
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Purpose of Request *Specify the event, activity, or if applicable, the committee(s) that incurred the expense*

EXPENSE DETAILS

*Itemize expenses to be reimbursed & attach any supporting documentation
(i.e. receipt, vendor invoice, order, contract, billing statement, etc.)*

<u>Date of Expense</u>	<u>Expense</u>	<u>Budget Category / Line Item</u>	<u>Amount</u>
TOTAL REIMBURSEMENT:			

HANDLING INSTRUCTIONS

Please select the method of delivery & note any special requests/considerations

Deliver Check via:	Notes:
<input type="checkbox"/> Irving Staff mailbox	Mailing Address:
<input type="checkbox"/> Mailing Address	City, State, Zip:
<input type="checkbox"/> Other _____	Phone/Email:

Signature of Requestor (Required)	
Committee Chair Approval (if needed)	

FOR TREASURER'S USE:

Treasurer Approval (initials):		Check Number:		Check Date:	
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