



# Other Reimbursement Request Form

Bullock Creek/Pine River PTO

Complete this form for any other type of reimbursement request (\$100 Teacher Reimbursement and PTO Expense Reports have their own forms).

Your request can be submitted to the PTO mail slot at either school or emailed to [bcprpto@gmail.com](mailto:bcprpto@gmail.com) (receipts must be included). Submitting the request electronically will expedite the reimbursement process and approved reimbursements should arrive at the mailing address provided in approximately 7 days; requests submitted to the PTO mailbox may take 30 days.

If you have questions, please contact [bcprpto@gmail.com](mailto:bcprpto@gmail.com).

## Contact Information

CHECK PAYABLE TO	DATE
EMAIL ADDRESS	
MAILING ADDRESS (CHECK WILL BE MAILED)	

## Itemization and Description of Expense(s)

Description of Expense	Date of Board Approval	Amount
		\$
		\$
		\$
		\$
Total Reimbursement Request		\$

- PTO does not reimburse sales tax. I have excluded taxes from Total Reimbursement Request above.
- Receipts must be submitted prior to receiving reimbursement. I have attached receipt(s).