



PTO Expense Report

Bullock Creek/Pine River PTO

Complete this form for PTO expenses paid via (1) PTO debit card where no reimbursement is needed or (2) personal use funds where reimbursement is requested.

Your request can be submitted directly to the Treasurer or Co-Treasurer or emailed to 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.

Contact Information

NAME	DATE
EMAIL ADDRESS	
MAILING ADDRESS (CHECK WILL BE MAILED)	

Itemization and Description of Expense(s)

Description of Expense	Amount Paid with PTO Debit Card (no reimbursement)	Amount Paid with Personal Funds (reimbursable)
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
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. Receipts are also required for all PTO debit card spending. I have attached receipt(s).

Approval

President or VP

Treasurer or Co-Treasurer