

RTMS PTO

Reimbursement Request Form



Form Submission Directions:

1. Complete this form.
2. Attach your receipt(s) to this form.
3. Submit your completed form and receipt(s) to the PTO Treasurer (can be placed in the PTO drop box in the RTMS Admin Office) within 30 days of the event supported.

Date Submitted:	
Requested By:	
Mailing Address:
Phone Number:	
E-Mail Address:	
Amount Requested:	
Project/Event Supported:	
Reason For Request:
Make Check Payable to:	
Check Delivery Method:	<input type="checkbox"/> Mail <input type="checkbox"/> Pick Up at next PTO Board Meeting

FOR USE BY PTO TREASURER

Check #:	
Date:	
Notes: