



GOOD SHEPHERD SCHOOL: PTO REIMBURSEMENT / EXPENSE REQUEST FORM

Use This Form When: Expenses approved by a committee chair have been paid out of pocket for which you need to be reimbursed.

Complete all information below (please print clearly). Please attach all supporting receipts to the form, clearly indicating which items are to be reimbursed. All requests should be placed in the Treasurer's mail bin located on the wall in the work room behind the front desk.

Date: _____

Check Payable To: _____

Check Delivery Method:

☐ Send Via Student Backpack
Oldest Student's Name and Homeroom: _____

OR... ☐ Mail to this address: _____

Amount: _____

Committee/Purpose: _____

Additional Comments: _____

Requested by (Name and Phone #): _____

For Treasurer's Use Only:

Check Number: _____

Check Date: _____

Budget Category: _____