

## Woodgrove High School PTSO Reimbursement Request Form

Instructions: Complete this form and attach your receipts or a vendor invoice. The completed form should be placed in the PTSO mailbox. This form is to be used for:

- Reimbursement of expenses you have incurred on behalf of the WHS PTSO
- Submission of payment request for an approved WHS PTSO expense

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address (if check is to be mailed): \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Amount of request: \_\_\_\_\_

Description of expense: \_\_\_\_\_

\_\_\_\_\_  
Purpose of expense: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

PLEASE ATTACH ALL RECEIPTS/INVOICES

-----  
For PTSO Use

Check#: \_\_\_\_\_

Check Date: \_\_\_\_\_

PTSO Treasurer approval: \_\_\_\_\_

Budget/Line Item charged: \_\_\_\_\_

