



## Glacier Edge PTO

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### **REIMBURSEMENT FORM**

1. Please complete this form when you have paid for items and wish to be reimbursed.
2. Please staple all receipts pertaining to this payment to this form.

Requested by: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Itemize Purchases per Store Receipt:

Amount:

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

**TOTAL: \$ \_\_\_\_\_**

Make Check Payable to: \_\_\_\_\_

Send Check to: \_\_\_\_\_

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**Treasurer Use Only**

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

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

Approved Amount: \_\_\_\_\_

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**\*\*RECEIPTS MUST BE ATTACHED FOR PAYMENT\*\***

The Glacier Edge Elementary PTO helps our learning community by facilitating events and projects that inspire care for each other and support for the educational and social experience of our diverse learners. Visit our webpage: [gees.verona.k12.wi.us](http://gees.verona.k12.wi.us)

