



Central Elementary
PARENT TEACHER ORGANIZATION
Expense Report

Today's Date: _____

This is:

- A request for reimbursement.
- A request for payment to a Vendor.

Amount Due: _____

Check should be made payable to: _____

Payment should be:

- Mailed to: _____
- Sent home with my child (Child's Name & Homeroom Teacher):

- Other: _____

This expense is for (Name of Event): _____

Date of Purchase	Place of Purchase	Items Purchased	Amount

Please attach supporting documents (receipts, invoices, contracts, etc.) to this form.

Submitted By: _____ Chairperson / Volunteer / Officer
(Please Circle One)

Signature: _____

Email: _____

Cell Phone Number: _____

Please notify the PTO Treasurer that you are submitting an Expense Report and confirm arrangement for payment.
THANK YOU!

To Be Completed By PTO Treasurer
Check #: _____
Date: _____
Amount: _____