

# Chief PTO Reimbursement Request

## 2019 - 2020

Date		Committee	
Amount of Reimbursement	\$	Requested By	
Description of Expense(s)			
Committee Chair's Approval			
Name and Address to mail check			

Please complete one form, per person, per event.

Expenses should be submitted for reimbursement within 30 days of expenditure.

Attach all receipts to this form.

Keep a copy of this form and receipts before submitting for approval to be include in your committee report.

Once completed, place in the Treasurer's Box in the CBS office. Or you may scan and email this form and all supporting receipts to [chiefptotreasurer@gmail.com](mailto:chiefptotreasurer@gmail.com).

Contact Anne Schilleci, Treasurer, with any questions pertaining to the reimbursement at [chiefptotreasurer@gmail.com](mailto:chiefptotreasurer@gmail.com).