



PTO COMMITTEE REIMBURSEMENT FORM

The Redfield PTO is committed to minimizing out of pocket expenses by PTO Board members on behalf of our students. Purchases eligible for reimbursement include any materials for the direct benefit of the classroom and students. All items become the property of Redfield Elementary. Reimbursement requests for more than \$300.00, will be considered at the next regularly scheduled PTO meeting.

Supplier/Vendor	Item Description	Purchase Amount
Total Amount of Reimbursement Request		\$

ATTACH RECEIPTS!!!
Checks will not be written without receipt.

Note any special payment instructions or additional explanation below:

Your Name:	Date:
Signature:	Committee:

For Treasurer's use only:

Date paid: _____ Check number: _____