

St. Michael School PTO Committee Reimbursement Form

In order to receive a reimbursement, please get approval from the Committee Chairperson, collect receipts, complete this form, and return to the PTO Mailbox in the school office. **Reimbursements will not be made without Committee Chairperson approval signature and receipts!**

The St. Michael School has tax exemption status with the state of Ohio. Please provide the exemption certificate to the vendor for any purchases made on behalf of the PTO. Copies of the exemption certificate are available from the PTO Treasurer.

The PTO will reimburse funds for budgeted and approved amounts excluding sales tax.

All requests for reimbursement must be submitted within 30 days of the expense.

Name _____ Date _____

Phone Number _____

Email Address _____

Send check through school c/o _____ Room _____

Committee Name _____

Event _____

Amount _____

Description and Purpose of Expenditure

Budgeted Yes No

Committee Chair Approval Signature _____

Maximum Purchase Amount \$ _____

For Treasurer Use

Date Form Received _____

Date Payment Processed _____

Check Number _____

Notes