

Alice B. Landrum Middle School PTO

Reimbursement Request

- 1) Attach receipts and itemize expenses by category or by committee
 - 2) Get a signature from the appropriate committee chair or committee chair can indicate approval by email to the PTO treasurer
 - 3) Scan and email documents to landrumtreasurer@gmail.com or place all paperwork into PTO lockbox in school office.
- Send questions to landrumtreasurer@gmail.com

Date Submitted:

Requester Name:

Requester Email or Cell:

Expense Category/Committee	Expense Description	Amount

Total Expenses: _____

Make check payable to: _____

Address: _____

Authorized by	Date
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