



When we work together, great things happen to our kids ... Your PTO

## Francis A. Desmares | PTO Expense Reimbursement Form

Submitted by

Name:		Date:	
Phone:		Activity:	
Mail to:		Committee:	
Signature:			

Date	Item Description   Service	Committee	Amount

**Total Expenses:**

**(Deposit Received)**

**Total Reimbursement:**

*Note: If over \$500, Exec PTO approval is required prior to incurring expense.*

*Note: Receipts, Invoices, Contracts MUST be attached for reimbursement.*

For Treasurer's Use only: