

# Thoreau PTO

## Check Request / Expense Reimbursement

Date of Request \_\_\_\_\_ Amount \$\_\_\_\_\_

*Please note the PTO will not reimburse for sales tax due to its non-profit status.*

Payee: \_\_\_\_\_

Please mail directly to address: \_\_\_\_\_  
\_\_\_\_\_

Please leave in appropriate mail cubbies at school.

Requested by \_\_\_\_\_

Phone #/ email address \_\_\_\_\_

Committee or program \_\_\_\_\_

Signature of program chair \_\_\_\_\_

Purpose of expense \_\_\_\_\_

Support: Attach original documentation such as invoice and/or receipt.

To accelerate reimbursement you can email the documents to the Thoreau PTO  
Treasurer at [thoreauptotreasurer@gmail.com](mailto:thoreauptotreasurer@gmail.com)

Questions or in need of non-profit ID, please call Todd Conkey at (608) 338-6225

*For Treasurer Use*

Check # \_\_\_\_\_

Date of check \_\_\_\_\_