

Chief PTO Reimbursement Request

2021-2022

Date		Committee	
Amount Spent	\$	Requested By	
Description of Expense(s)			
Committee Chair's Approval			

Please complete one form, per person, per event.

Expenses should be submitted for reimbursement within 30 days of expenditure.

Attach all itemized receipts to this form.

Keep a copy of this form and receipts before submitting for approval to be included in your committee report.

Once completed, place in the Treasurer's Box in the CBS office. You may also scan and email this form and all supporting receipts to chiefptotreasurer@gmail.com.

Contact Amanda Saint, Treasurer, with any questions pertaining to the reimbursement at chiefptotreasurer@gmail.com.