

Riverwood School PTO

Request for Reimbursement

Treasurer Use:

Check Number _____ Amount _____ Date Issued _____

Please Complete:

Check Payable To: _____

Address: _____

City, State, Zip: _____

Amount: \$ _____ Date Incurred: _____

Charge Committee Account: _____

Explanation: _____

Your Signature: _____

Please staple receipts to the back of this voucher and submit to the PTO Treasurer via the PTO Mailbox located in the school office

Approvals:

Approved (signature of Committee Chairperson) _____

OR

Approved by PTO Board by purchase order _____.

(Please provide the approved purchase order.)

As a reminder, the Riverwood PTO has a Sales Tax Exempt status with the Illinois Department of Revenue. Therefore, before making approved PTO purchases please contact a PTO Officer regarding the use of the tax exemption letter.