

Conant PTO Reimbursement / Fund Request

The Conant PTO is committed to supporting your classroom and school enrichment activities. Please complete this form if you are seeking reimbursement for related expenses. Attach ORIGINAL receipts to a separate sheet of plain 8 x 11 paper (use multiple sheets if needed) and submit the receipts along with the completed form. If you are only seeking reimbursement for select items on a receipt, please highlight or underline those items. All requests will be reviewed by the Room Coordinator(s) and/or the PTO Treasurer. Please submit this form using the PTO Treasurer's mail slot in the main office.

Parent Name: _____

Teacher Name: _____

Amount Requested: _____

Please write the name of the person to whom the check should be made payable:

Address where reimbursement check should be sent:

Is this amount actual or estimated? _____

Date of event: _____

Please briefly describe the nature of the project, program or other enrichment.