

Hillview PTO

Reimbursement Request

- 1) **Attach Receipts** and then itemize expenses by category and by committee
- 2) **Get a Signature** from the appropriate committee chair; committee chairs can forward approval by email to the PTO treasurer
- 3) **Fax to 650-240-3825**; Or scan and email documents to hillviewpto@bill.com [note: this form serves as the cover page- the email body text is dropped from the bill.com address so place all instructions directly on the Reimbursement Request form]; Or place all paperwork into Treasurer's folder in the **PTO file cabinet** at the Hillview administration office

Send questions to treasurer@hillviewpto.org

Date: _____

Requester Name: _____

Requester Email: _____

Phone: _____

Committee/ Expense Category	Expense Description	Amount

Total Expenses: _____

Make Check Payable to: _____

Address: _____

Authorized By		Date:
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