

Hillview PTO Reimbursement Request

- 1) Attach receipts; itemize expenses by committee
- 2) Get signature from committee chair.
- 3) Drop form with receipts in PTO Vice Treasurer folder in PTO file cabinet at Hillview office; or scan and email documents to hillviewpto@bill.com. If emailing, place all instructions on form as any text in email body will not be transmitted.

Date: _____

Requester Name: _____

Requester Email: _____

Phone: _____

Committee	Expense Description	Amount

Total Expense: _____

Make Check Payable to: _____

Address: _____

Authorized by: _____

Signature of Committee Chair

_____ Date

Name of Committee Chair

Send questions to treasurer@hillviewpto.org