



GENERAL REIMBURSEMENT REQUEST

Please complete this form for all reimbursement requests. Please scan and email this form and copies of receipts totaling the amount of the reimbursement to PTO Treasurer Chelsea Tyson at ctyson@roscoepto.com.

Your Name:	Date Submitted:
Reason for Reimbursement:	
Check payable to:	Amount:
Full Address (all payments will be mailed):	Notes:

For Treasurer's Use Only: Approval _____ Check # _____ Date _____ Logged _____