



PO Box 113, Hampton Falls, NH 03844

LAS PTO Expense / Reimbursement Form

Directions for Reimbursement (Submissions not following these guidelines may not be eligible for reimbursement):

- Complete the following information and provide to the PTO Treasurer / PTO mailbox at the school
- Submission MUST include an attached receipt (original or full copy)
- Submission must be to the PTO Treasurer within 45 days of receipt date
- Submissions require prior approval per either the PTO Fund Request Form or a PTO Event Form
- Reimbursement checks are to be picked up in person in the school office when ready

Date of Submission: _____ Date of Purchase: _____

School Year: _____ AND/OR Event Date: _____

Title of Event or Cause to be Reimbursed: _____

Additional Information to Consider: _____

Amount of Expense: \$ _____

Check one: Payment was made using personal funds _____ or PTO Acct funds (i.e. PTO Visa) _____

Name of Person to Whom Reimbursement is Due: _____

Contact Address: _____

Contact Email and Phone: _____

For Office Use: Reimbursement Method _____ Delivery Method _____

Signature of Receipt _____ Signature of Witness _____

Our Mission:

The Lincoln Akerman School Parent Teacher Organization, LAS PTO, is a cooperative effort between parents, teachers and administrators who have united to enrich the overall educational experience for our children. The PTO purpose is to provide support and services for our children in collaboration with the school and does so by raising and distributing funds for enrichment and curriculum-related programs, field trips and school activities, as well as supplying educational materials and equipment which are not otherwise underwritten.