

Prairie PTO Reimbursement Form

Please use this form to submit all reimbursements. Please fill out completely; **attach your receipts to this form** and place in the Treasurers file.

Name:

Phone:

Address:

Child's Name:

Teacher:

Would you like us to send your check home via: MAIL or CHILD (circle one)

Event for which purchases were made:

Date:	Vendor:	Item Purchased:	Amount
			Total Amount:

NOTE: Any reimbursements must be made within 90 days of the date of purchase. **You must use the Tax-exempt ID#** on all purchase, as we **DO NOT** reimburse on tax. **Tax-exempt letters** can be found in the **Prairie School office** or in your **Committee binder**. Additionally, all submissions must have receipts (copies are fine) or copies of paid invoices attached to this form.