

STONE CREEK SCHOOL PTO REIMBURSEMENT VOUCHER/FORM

Instructions: Please complete the information below for reimbursement for PTO Committee related expenses. Please attach receipts to this form. No reimbursement can be made without a receipt.

If you must make an advance payment to a vendor, please give the Treasurer 10 business days advance notice and an invoice from the vendor.

Thanks you! _____

Date: _____

Amount: _____

Make payable to: _____

Committee: _____

Purpose/Description: _____

Submitted by: _____

Phone#: _____

PLEASE ATTACH RECEIPTS TO THEIS FORM

Please send completed form to:

Stone Creek Elementary PTO Treasurer
P.O. Box 208
Vail, CO. 81658

Treasurer's Use Only:

Date: _____

Amount: _____

Committee: _____

Check #: _____