

PTO Reimbursement Request

Please accumulate and submit your receipts for reimbursement with this form. The form must be filled out completely and with proper documentation to be considered for reimbursement.

Requests can be emailed to ftis.jespto@gmail.com (scanned with receipts) or placed in the PTO mailbox in the school office.

Make Check Payable to: _____

Email and Phone Number: _____

Expense Details:

Amount Requested: _____

Please indicate your mailing address so a check can be sent to your home.

Please email ftis.jespto@gmail.com with any questions.

Approval: _____ Date: _____

Check Number: _____ Amount Paid: _____