

# REIMBURSEMENT REQUEST

## Hartwood Elementary PTO

<b>YOUR NAME:</b>	<b>DATE:</b>
<b>EMAIL ADDRESS:</b>	<b>CELL PHONE:</b>
<b>HOME ADDRESS:</b>	

<b>EVENT:</b>	<b>EVENT DATE:</b>
<b>REIMBURSEMENT AMOUNT:</b>	<b>DELIVERY METHOD:</b>
	Mail <input type="checkbox"/> Pick-up <input type="checkbox"/>
<b>CHECK MADE PAYABLE TO:</b>	<b>CHECK RECIPIENT:</b>
	PTO <input type="checkbox"/> Volunteer <input type="checkbox"/> Vendor <input type="checkbox"/>
<b>VENDOR ADDRESS (IF APPLICABLE):</b>	
<b>DESCRIPTION OF REIMBURSEMENT REQUEST (please be specific)</b>	

<b>SIGNATURE:</b>
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### COPIES OF RECEIPTS, CONTRACTS, INVOICES, PURCHASE ORDERS MUST BE ATTACHED

Please email questions to: Mandy Gallagher, HPTO Treasurer: mandygallagher2@gmail.com

Form (including receipts) can be emailed to Mandy Gallagher: mandygallagher2@gmail.com

or

mailed to Mandy Gallagher: 3500 Saxonburg Blvd., Pittsburgh, PA 15238