

Valley Ridge Academy PTO Reimbursement Request

Name: _____ Phone: _____

Date: _____ Amount \$: _____ Pay To: _____

Purpose of Funds Being Reimbursed (Be Specific): _____

Method of Delivery: _____ Date: _____

Address if being mailed: _____

Signature: _____

Note: Attach all receipts and other applicable supporting documentation (i.e., purchase orders, contracts, etc. to this form)

For Treasurer's Use Only

Date Paid: _____ Check #: _____ Category: _____

Approved by PTO Officer: _____