



DEFER PTO

REIMBURSEMENT REQUEST

All requests MUST be supported by the proper receipts/invoices

Note: If you are requesting the amount prior to incurring the expenses, please see if the vendor can directly invoice the PTO. For actual expenses incurred, provide the necessary receipts/invoices to the PTO Treasurer for reimbursement. Reimbursement will only cover expenses within the approved budget. If the request exceeds the budget, you must get formal approval from the PTO Board prior to payment or the amount will be reduced to what has been approved. Once completed please make sure to put in a sealed envelope and clearly mark: ATTN: Defer PTO Treasurer or Defer PTO Co-Treasurer and deliver to the School Office or scan and email the form and all receipts to Treasurer@DeferPTO.org.

Requester name: Request date:
Committee/Event name: Event date:
Reimbursement amount*:
Reimbursement justification:
Payable to name:
Reimbursement method (choose one): <input type="checkbox"/> Check – school office <input type="checkbox"/> Check – mailing address <input type="checkbox"/> PayPal – account email
Please itemize expenses: 1. \$ 2. \$ 3. \$ 4. \$ 5. \$
Requester signature:

For Treasurer's Use Only:

Delivery method (circle one): school office US mail PayPal Transaction date: _____
Treasurer signature:

*Defer PTO is a registered 501(c)(3) non-profit organization and cannot reimburse for sales tax. If required, you can request a copy of the Michigan Sales and Use Tax Certificate of Exemption for Defer PTO from the Treasurer at