

Sunset PTSO Expense/Reimbursement Request Form

Sunset PTSO standing rules require completion of this form before all expense or reimbursement checks are written. Place the completed form with attached receipts in the Treasurer's inbox in the Sunset Primary office. Please keep a copy for your own records.

Requestor Information

Name: _____

Phone Number: _____

Email: _____

Reimbursement Expense (circle one)

Purchase Amount: _____

Purchase Description: _____

Requestor Signature and Date: _____

Attach Receipts Here

For Official Use Only

Treasurer Signature & Date: _____

Secondary Officer

Title, Signature and Date _____

Payment Issue Date: _____