

Expense Reimbursement Request

IMPORTANT! Review proposed expenses with your program chairperson or the PCO executive board **BEFORE** you spend any money. All expenses must be in the budget, and you must have approval from the program chair or the board in order to be reimbursed. If your proposed expense is not in the budget, please submit a detailed proposal to the PCO executive board (at monthly meeting or put in PCO mailbox in office). Proposal should include a description of the event and the items to be purchased, its cost, and who will benefit.

INSTRUCTIONS – Please read carefully to avoid mistakes.

1. Submit a separate form for each event or project.
2. Collect all receipts. If receipt does not have a date, please write the date of your purchase.
3. Have your program chair or a PCO board member sign on the approval line below.
4. Staple everything together or put in an enveloped marked "reimbursement request."
5. Submit to the locked PCO mailbox in the office.
6. Submit all expenses no later than 45 days after the event. For events near the end of the school year, the deadline is June 1st to receive reimbursement before the end of the school year. Requests received after that date will be handled when school begins again in the fall.

Expect to receive reimbursement within two weeks.

Today's date: _____ Submitted by: _____

Amount requested: \$ _____

Make check payable to: Name: _____

Address: _____

Phone number or e-mail: _____

BUDGET CATEGORY – check only one; use separate forms for different events or projects

- | | |
|---|--|
| <input type="checkbox"/> After-School Enrichment Program | <input type="checkbox"/> Sloat wear (t-shirts & sweatshirts) |
| <input type="checkbox"/> Assembly (which one? _____) | <input type="checkbox"/> Sloat Stride (describe: _____) |
| <input type="checkbox"/> Hospitality (event: _____) | <input type="checkbox"/> Silent Auction (describe: _____) |
| <input type="checkbox"/> PCO Office Supplies: (describe: _____) | <input type="checkbox"/> Rainbow-A-Fair (describe: _____) |
| <input type="checkbox"/> MARE (describe: _____) | <input type="checkbox"/> Other (describe: _____) |

APPROVAL – You must have approval before submitting expenses!

PCO board member or event chair signature: _____

For PCO Use Only:

Check #:

Amount: \$

Date:

Initials: