

## SMOY PTO Expense Reimbursement Request

Payable to \_\_\_\_\_

Amount \_\_\_\_\_

Date \_\_\_\_\_

Project/Program \_\_\_\_\_

Chair/Volunteer \_\_\_\_\_

Check how you would like your check delivered: (We can NOT backpack checks)

☐

Pick up in Parish Office. Call me at \_\_\_\_\_ when check is ready.

☐

Mail to the following address:

\_\_\_\_\_  
\_\_\_\_\_

All check requests must be submitted to the PTO Treasurer by **Friday 3 pm** to be processed by *the **end of the following week***. Therefore, please allow at least 7-10 days for reimbursement. All receipts and/or documentation must be attached to this form to be processed. They can be forwarded to the parish office PTO box or backpacked via Hannon Davidson (7-Dicks) .

\*\*\*Please note tax cannot be reimbursed.

Thank you!

Nick Davidson (PTO Treasurer)  
178 Eastbury Dr.  
Loveland, OH 45140  
ptotreasurer@smoyschool.org  
(937) 287-6195

### FOR OFFICE USE ONLY

Chart of Accounts: \_\_\_\_\_

Approved \_\_\_\_\_