WATERFORD ELEMENTARY SCHOOL

PTO Reimbursement Form

2023-2024 School Year

Date:	
Grade:	
Name:	
Email:	

Procedures:

Attach the original/copy of detailed receipt to this form.

Place the completed form and receipt(s) in the folder addressed to PTO Treasurer

or you may email the form and receipts to

Treasurer@waterfordpto.org

I will do my best to process reimbursement checks within 7-10 days.

Date of Purchase	Description (Vendor + Item Desc./Purpose of Expense)

Questions?	
PTO Treasurer:	**Valerie DiVito**
Treasurer's email:	Treasurer@waterfordpto.org

FOR TREASURER'S USE ONLY:

Category: _____

Check #: _____

Date: _____

Logged: _____

Total Amount
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