

**REIMBURSEMENT EXPENSE FORM**

**BROWN SCHOOL PTO - 125 MEADOWBROOK ROAD, NEWTON, MA 02459**

From:

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Phone:

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Committee:

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Date:

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Reimbursement to:

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In the Amount of:

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Mail Check to:

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Describe Item(s) purchased or service(s) received:

<b>Date</b>	<b>Paid To</b>	<b>Description</b>	<b>Amount</b>
		Total-----	

Please attach original invoice(s) or receipt(s) to this check request form. If you have more than one receipt or invoice, you can attach a list of the items and summarize the project total onto this form. Drop off or mail form to the PTO Treasurer's box in the school mailroom.

To be completed by Treasurer:		
Date paid _____	Amount paid _____	Check No. _____