



## PTO Expense Reimbursement Form

Date Requested: \_\_\_\_\_

Payable To: \_\_\_\_\_

Itemized Expenses:			
Receipt/Invoice Number	Purchase Date	Purchase Description	Amount
Total Amount			\$

Please attach all expense receipts and invoices to the PTO Expense Reimbursement Form and submit to a PTO Treasurer for reimbursement. Completed forms and receipts may be submitted either in person or via email as follows:

**Mark Karpf**  
 (402) 594-1493  
 karpfmark@gmail.com

**Emily Moody**  
 (402) 593-9632  
 emjmoody@gmail.com

**2019-2020 Academic Year**