

# Martha Jones PTO

## Reimbursement Form

In order to process your reimbursement request, please fill out this PTO Reimbursement Form and attach a photocopy of your receipts. Leave the completed form (with receipts) in the yellow Treasurer's folder in the PTO mailbox in the office. Thank you.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total amount for reimbursement: \$ \_\_\_\_\_

Brief description of reimbursement (include committee name if applicable):

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Please contact Maya Plotkin, PTO Co-Treasurer at [mkplotkin@gmail.com](mailto:mkplotkin@gmail.com) with any questions.