



CUTHBERTSON MIDDLE SCHOOL PTSO

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REIMBURSEMENT REQUEST FORM

Date Requested/Submitted: Requestor's Name:

Phone Number:

Email:

Project/Expense Category:

Amount:

PTSO Approved? Date:

Reason for Reimbursement::

Check Payable To:

Check Amount:

Address (for mailed checks):

Requestor's Signature:

Policy: Receipts are required for all reimbursement requests. Approvals must be obtained from the PTSO Executive Board member or authorized officer before check can be issued by the Treasurer. Failure to provide receipt or obtain approval may result in processing delays or rejection of reimbursement request.

PTSO Executive Officer Approval:
Name: Date:

All reimbursement requests submitted will be processed each week and check payment will be available Friday the following week.

For Treasurer's Use Only:

Check Number: Amount Issued: Charge To: Date Processed: Date Booked:

Comments:

Reference No.: