

# Reimbursement Request

Judy Rucker Elementary PTO

YOUR NAME:		PHONE OR EMAIL
DATE SUBMITTED:		DATE MAILED:
EVENT/GATEGORY	ITEMS PURCHASED - SUMMARY	AMOUNT
CHECK PAYABLE TO:		TOTAL AMOUNT:
<input type="checkbox"/> PUT CHECK IN PTO FOLDER		<input type="checkbox"/> MAIL IT TO ME
Adress (if you checked Mail to Me):		

**Receipt(s) totaling the amount of reimbursement must be included.**

All expenses are to be submitted within 2 weeks of the expenditure and must be accompanied by original receipts. Please tape receipts to a separate sheet of paper. The Rucker PTO is a sales tax-exempt organization. A Texas Sales and Use Tax Exemption Certificate is available and should be provided to vendors at the time of purchase. Since the Rucker PTO is sales tax-exempt, we will NOT reimburse sales tax for purchases when a form was not obtained. Expenditures made over the total amount approved in the PTO Budget or turned in later than one month after the event will not be reimbursed, but rather will be considered a donation to the Rucker PTO. Such donations are tax-deductible to the donor. Form and receipts may be submitted electronically to: [ruckertreasurerprosper@gmail.com](mailto:ruckertreasurerprosper@gmail.com).

APPROVED BY (PTO OFFICER):	DATE:
APPROVED BY (PTO OFFICER):	DATE:

FOR TREASURER'S USE ONLY: Check # \_\_\_\_\_ Logged \_\_\_\_\_

<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET	<input type="checkbox"/> APPROVED AT MEETING DATE:
--	--