

Webster PTO Reimbursement Check Request

To be used by anyone requesting reimbursement for PTO authorized expenses. Expenses will only be reimbursed if submitted within **60 days** of purchase. Please note: you **must** attach the **original** copy of your receipt(s). The Urbandale Community School District will **not** reimburse any expenditure that is not supported by a receipt.

Event or committee: _____

Make check payable to:

Name _____

Address _____

City, State, Zip _____

Vendor	Purchase Date	Description/Purpose	Amount

Signature of requestor _____ Date _____

Please leave this form with attached receipt(s) in the PTO mailbox. The PTO Treasurer will pick up reimbursement requests each Friday and will process as soon as possible. Reimbursement checks are issued from the Urbandale Community School District and are subject to Board approval.

Please contact the PTO Treasurer(s) treasurer.websterpto@gmail.com with questions!

PTO Treasurer Signature _____

Account #4-91-1455-0000-950-8230-8499