

Rolling Green PTO

Reimbursement Form

To be used by anyone needing reimbursement for PTO authorized expenses. You must attach a copy of your receipt(s). The Urbandale Community School District will not reimburse any expenditure that is not supported by a receipt. Please note: we do not reimburse tax.

Event or Committee: _____

Make check payable to:

Name: _____

Address: _____

City/State/Zip: _____

Vendor	Purchase Date	Description and Purpose	Amount
Total (excluding tax)			

Signature of Requestor: _____ Date: _____

Please contact Scott Venteicher to make arrangements to turn in this form. Reimbursement checks come from the Urbandale Community School District. Please allow 3 weeks for your check to be sent. Thank you for your patience.

Scott Venteicher, PTO
Treasurer
Scott.venteicher@cbdsm.com
515-868-1182

PTO Treasurer Signature: _____

Check Distribution instructions:

- Send check to Payee
- Send check to Rolling Green Office to the attention of: _____