



## Parent Club Request for Reimbursement/Payment

Please submit this form to [ForestHills.PTO.Treasurer@gmail.com](mailto:ForestHills.PTO.Treasurer@gmail.com) with images of receipts and/or invoices attached

**Person Requesting Funds**

**Personal Address**

**Phone Number**

**Date Submitted**

**Committee**

**Budget Item to be Charged**

**Explanation/Description of the Expense**

**Make Check Payable To**

**Amount of Check**

**Address to Send Check**

**Check Recipient Phone Number**

**Signature**

---

### How to Receive Check

In the Parent Club Box

Mailed Directly to Me

Mailed Directly to Invoicer

Other (Please Describe Below)

**Additional Comments**