

Radiant Elementary PTO Reimbursement Form 2022-2023

Name: _____

Date: _____

Event/Activity/Project: _____

Committee: _____

Amount to be Reimbursed: \$ _____

Description of Purchases: _____

*Please include copies of all receipts.

*All expenses should be submitted for reimbursement within 30 days of event.

Volunteer Signature: _____

• **Venmo** user name for Electronic Reimbursement: _____

-or- *Last 4 digits of phone number for Venmo verification: _____

• **Address** for Check Reimbursement: _____
