

Brimfield

PTO

Supporting staff, students and families at Brimfield Grade School in education, growth and community through positive encouragement, events and programming.

**BRIMFIELD GRADE
SCHOOL PTO
EXPENSE REIMBURSEMENT FORM**

All expenses should be pre-approved to ensure full reimbursement.

Make check payable to: _____

Mail check to: _____

Purpose of Expense: _____

Date of request: _____

List items purchased:

Total amount of requested: \$ _____

**** PLEASE ATTACH ALL RECEIPTS
** PLEASE RETURN REQUEST FORM TO PTO TREASURER**

PTO USE ONLY

Date approved: _____

Date mailed: _____