

Robert Moton PTO
Teacher Expense Reimbursement Form

ATTENTION TEACHERS: All reimbursements for the 2019-2020 school year must be submitted by May 28, 2020.

Date: _____

Name: _____

Description of Expense: _____

Amount Payable: \$ _____ (\$50 max)

Signature: _____

Please attach receipts to back of form. Thank you !

Approved by: _____

Date: _____

Approved by: _____

Date: _____

Treasurer's Use Only:

Paid by: _____

Check #: _____

Date Paid: _____