

ST. FRANCIS de SALES PTO – RECEIPT REIMBURSEMENT FORM

DATE	
NAME (FIRST AND LAST)	
PHONE	
EMAIL ADDRESS	
CHILD'S NAME	
CHILD'S CLASSROOM	
HOME ADDRESS	
COMMITTEE/EVENT	
TOTAL AMOUNT FOR REIMBURSEMENT	\$
DESCRIPTION OF ITEMS PURCHASED	

PROCEDURE:

1. Please complete the **RECEIPT REIMBURSEMENT** form.
2. Include receipts and circle items on the receipt for reimbursement.
3. Make a copy of all your documentation for your own records.
4. Place all documentation in an envelope labeled "PTO TREASURER".
5. Send the envelope to the school office and it will be placed in the school safe.

TIMELINE:

1. PTO Treasurer will pick up documentation from the school office throughout the month.
2. Reimbursement will be processed and may take up to a month.
3. If the reimbursement is less than \$150, the check will be sent via school mail.
4. If the reimbursement is more than \$150, the check will be sent via USPS.

PLEASE NOTE:

1. All reimbursements over \$2,500 require special processing and will take more time.
2. The PTO is a not-for-profit organization. Please use the Catholic School Tax-Exempt Letter.
Sales tax will not be reimbursed.

Please contact Jason Van Puymbroeck at sfspto.tr@gmail.com with any questions.