

Monument Academy PTO Request for Reimbursement

Instructions: Please fill in form completely and attach a copy of your receipts.

You must have a receipt for any type of reimbursement.

Please note that PTO cannot reimburse for sales tax.

Submit request to:

PTO Treasurer
1150 Village Ridge Point
Monument, CO 80132

OR

Put completed forms in the PTO box at the front office.

Thank you for all that you do for Monument Academy!!!

Any questions? [Email: pto@monumentacademy.net](mailto:pto@monumentacademy.net)

Make check payable to: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Signature: _____

Amount requested for reimbursement: _____ Date Incurred: _____

Explanation: _____

****PTO Use Only****

Expense approved by PTO: _____

Check # _____ Total Amount: _____ Date Issued: _____

Charge to Category: _____ Amount: _____

Charge to Category: _____ Amount: _____

Charge to Category: _____ Amount: _____
