

**Monument Academy PTO
Request for Reimbursement
Classroom Petty Cash Fund**

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

You must have a receipt for your classroom expenditures. There is a \$50 limit for this reimbursement program

Limit 1 submission per teacher. First come first serve basis.

Please note that PTO cannot reimburse for sales tax.

Submit request to:

PTO Treasurer

Put completed forms in the PTO box at the front office, date and time stamped.

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: _____
