

Huddleston Elementary PTO  
Reimbursement Request  
Receipts must not contain personal items

Your Name:
Phone#
Date Submitted:
Reason for Reimbursement:

Receipt Information		
Name of Retailer:	Date of Receipt:	Amount of receipt:

Budgeted Category: <i>(Treasurer to fill in)</i>
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Date Reimbursed <i>(Treasurer to Fill In)</i> :
Check # <i>(Treasurer to fill in)</i>
Signature of Approval:

**Please email or text photos of reimbursement request along with all receipts totaling reimbursement.**

**\* REQUESTS MUST BE MADE WITHIN 1 WEEK OF EVENT ENDING \***

**\*\*ALL REQUESTS MUST BE MADE BY FRIDAY, MAY 23RD\*\***

Treasurer: Deanna Kattner	<a href="mailto:djkattner@gmail.com">djkattner@gmail.com</a>	512-964-3718
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