Step by Step Booster Club
PTO Expense Reimbursement Form

Today's Date: _____ Amount of Check: $ _____

Event Date: _____

Make Payable to: _____

Please Select One: Mail Check ☐ Deliver to School ☐

If mail, please provide address: _____

_____

Please check the expense category:

Special Events
- ☐ Field Day
- ☐ Loot Wars
- ☐ Winter Dance
- ☐ PTO Meetings
- ☐ PTO Storage & Supplies
- ☐ Teacher Appreciation
- ☐ Teacher Christmas
- ☐ Tomball Parade
- ☐ Fall Festival
- ☐ Family Fun Night
- ☐ Other:

Other
- ☐ Administrative
- ☐ Faculty Birthdays

Community Social Events:
- ☐ Other:

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Receipts must be submitted within **1 month** of the event.

IMPORTANT:

* Please note that taxes are not reimbursable
* Please attach original receipts
* Make a copy for yourself
* Place original form with original receipts in yellow folder in front office

For use by PTO Treasurer:

Approved by: _____

Date: _____