



Sea Park PTO Expense Reimbursement Request Form

EXPENSE DETAILS

Name: _____ Date of request: _____

Total amount of receipts attached: \$ _____

Summary/description: _____

Check payable to: _____

Please note: The Sea Park PTO is a tax-exempt organization, and will not reimburse sales tax for expenses, with very few exceptions.

If you need a copy of the sales tax exempt form, please contact us at seaparkpto@live.com

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FOR PTO USE ONLY

Date request received: _____ Date request approved: _____

Check number: _____

Check signed by: _____