

Jack D Johnson Elementary
 PTO Expense Reimbursement Form
 2021-2022 School Year

Date: _____
 Name: _____
 Teacher: _____
 Email: _____
 Phone: _____

Reimbursement Preference:
 Venmo Username:
 Check:
 Mailing Address (if prefer a check):

Circle or highlight the amounts on each receipt requested for reimbursement.

Fill in this form with as much detail as possible.

Scan/Photograph the form and the receipts.

E-mail the form and receipt(s) to the PTO Treasurer David Fleager (jackjohnsonpto@gmail.com).

If choosing Venmo, reimbursements will usually take less than 48 hours. If choosing a check, reimbursements will usually take a week.

Date of Purchase	Description (Vendor + Item Description)	Total Amount

Total Due:

Questions?

Treasurer: David Fleager

E-mail: jackjohnsonpto@gmail.com

Phone: 915-203-4646