

Southland PTO Reimbursement Request

Name: _____

Date: _____

Date	Purchased From	Event/Purpose (Specify budget line to charge if known)	Teacher & Grade (include AM or PM if Kindergarten)	Pre-Tax Amount	Tax Amount	Total
TOTALS						

☐ Send Check Home with Student. Student Name & Teacher _____

☐ Mail Check. (Please give information here for all reimbursements in case checks can't be sent home with students)

Name & Address: _____

Fill out this form and "attach" (i.e. scans or pictures) receipts and send to SouthlandPTOTreasurer@gmail.com
OR

Physical Forms and receipts can be dropped off in the PTO Box in the Front Office or mailed to Southland
([12675 S 2700 W, Riverton, UT 84065](#)) attention PTO Treasurer.

Please email SouthlandPTOTreasurer@gmail.com if you have any questions or concerns.

THANKS FOR ALL THAT YOU DO!

For PTO use: Approval from Treasurer, President, President Elect or Secretary (2 signatures required)

1. _____ Date: _____

2. _____ Date: _____

Check # _____ Amount : _____ Date Issued: _____ ☐ Receipts Attached

Comments: _____