

# Southland PTO Reimbursement Request

School Year 2022 - 2023

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
<b>TOTALS</b>							

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. pictures) receipts and send to [SouthlandPTOTreasurer@gmail.com](mailto:SouthlandPTOTreasurer@gmail.com)

OR

Physical Forms and Receipts can be mailed to Southland ([12675 S 2700 W, Riverton, UT 84065](https://www.google.com/maps/place/12675+S+2700+W,+Riverton,+UT+84065)) attention PTO Treasurer or dropped off in the PTO Box in the Front Office.

Please email [SouthlandPTOTreasurer@gmail.com](mailto:SouthlandPTOTreasurer@gmail.com) if you have any questions or concerns.

**THANKS FOR ALL THAT YOU DO!**

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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: \_\_\_\_\_