

**Kingston PTO Expense Reimbursement Form**

[www.KingstonPTO.com](http://www.KingstonPTO.com)

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Committee: \_\_\_\_\_

Purpose of Expense:

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Amount of Request: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Deliver to: \_\_\_\_\_ KES/KIS PTO mailbox (circle one)

\_\_\_\_\_ Address below

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Comments/Notes:

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Signature: \_\_\_\_\_

*Please submit form along with receipts & supporting documents in a sealed envelope. Envelope can be placed in the PTO mailbox located in main office at KES.*

**Reimbursements will be sent on the 15th and last day of the month.**

April Hill, KPTO Treasurer, [ajmorin@gmail.com](mailto:ajmorin@gmail.com)