

## Meadowbrook PTO - Expense Reimbursement Form

<b>Payee Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>City, State, Zip (if Northbrook, no need to complete):</b>	

Date	Expense Description	Committee/Event	\$
		<b>Total Expense</b>	

<b>Admin Only</b>	
<b>Check #</b>	
<b>Check Date</b>	

*\*Please attach original invoice or receipt(s). Receipt(s) should be affixed to a piece of paper; multiple receipts per page are acceptable.*

*\*Return form & receipts to PTO Treasurer folder at school **OR** scan via e-mail to [lizerlich579@gmail.com](mailto:lizerlich579@gmail.com).*

*\*Meadowbrook PTO is exempt from Illinois sales tax. Please use the tax exempt certificate to eliminate sales tax. **Meadowbrook PTO will not reimburse for sales tax.***

*\*All reimbursement requests should be submitted within 30 days of the purchase or event.*

*\*Direct all questions to Liz Erlich @ [lizerlich579@gmail.com](mailto:lizerlich579@gmail.com) or 773-425-6887.*