



Meadowbrook PTO Expense Form

Date:	
Payee Name:	
Email:	
Address:	

Date	Expense Description	Committee/Event	Amount
		Total Expense:	\$

<i>Admin Only</i>	
Check Date:	
Check Number:	

- Please attach the 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 and send via e-mail to dehenniger@gmail.com
- All reimbursement requests should be submitted within 30 days of the purchase or event.
- For questions or concerns about reimbursements, please reach out to Devon Henniger at dehenniger@gmail.com

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