

Oak Knoll PTO Reimbursement Request

- 1) Attach receipts; itemize expenses by committee.
- 2) Get a signature from the committee chair.
- 3) Please scan and email documents to Lesley Geivett at tylerandlesley@gmail.com.

Date: _____

Requester Name: _____

Requester Email: _____

Phone: _____

Committee Expense	Description	Amount

Total Expense: _____

Make Check Payable to: _____

Address: _____

Authorized by: _____

Signature of Committee Chair

_____ **Date**

Name of Committee Chair

Send questions to Oak Knoll Treasurer, Lesley Geivett at tylerandlesley@gmail.com