

# Reimbursement Request

## Roscoe PTO

Print and attach receipts and submit via the PTO mailbox ATTN: Jason Walker or Mail directly to Jason Walker 12779 Stamford In Roscoe, IL 61073.

If you have any concerns and or question please contact Jason Walker at (815) 742-2596 or jwalker@roscoepto.com

YOUR NAME:	PHONE:
EVENT/FUNDRAISER:	DATE SUBMITTED:
REASON FOR REIMBURSEMENT:	
CHECK PAYABLE TO:	AMOUNT:
FULL ADDRESS: (Your check will be mailed to you.)	

Receipt(s) totaling the amount of reimbursement must be attached.

For Treasurer's Use Only: Approval \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Logged \_\_\_\_\_

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