



Kenwood Elementary School
"Help Us Grow"
HUG-PTO

REIMBURSEMENT REQUEST

Please fill out this form completely. Receipts, invoices or contracts must be attached in order to receive reimbursement payment. Return form and documentation to HUG-PTO Treasurer.

NAME

DATE

EVENT/ENDEAVOR

EXPENSE AMOUNT

MAKE CHECK PAYABLE TO

DESCRIPTION

FOR TREASURER'S USE ONLY

APPROVED BY

DATE

CHECK NUMBER

AMOUNT

DATE