

**Northbrook Junior High PTO
Remimbursement Request Form**

Please complete the following form and attach copies of receipts to support the expense reimbursement request. Remember, the PTO does not reimburse amounts paid for sales tax.

Date of Request	
Name of Individual Requesting Check	
Expense Amount	
Check Payable to	
Reason for Expenses	
Budget Category Expenses Should be Charged to	
Address (for mailing of check)	

Check #/Date _____ Treasurer Signature _____

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