



Request for PTO Reimbursement

Please submit this request along with copies of receipts to Mia Kozak (PTO Treasurer) via email at mkozak.STLPTO@gmail.com or place in the PTO Mailbox in the School Office. Scanned copies of all receipts should be attached when submitting for reimbursement via email. Email attachments must be sent as a pdf. *Only complete, accurate requests will be approved.* Please email questions to pto@stlawrenceparish.com. *Please note, as of December 2021 the PTO Treasurer no longer issues checks, they are now issued by the parish office once approvals are obtained.*

Requested By: _____ Request Date: _____

Phone: _____ Email: _____

Make check payable to: _____

Date:	Purpose of Purchase (i.e. Christmas Shoppe):	Location of Purchase:	Description:	Amount:

How would you like your check delivered?

_____ Leave in School Office for Pickup

_____ Send Home with Child Child's Name: _____ Teacher Name: _____

_____ Mail to Home Address: _____

_____ Other (explain below)

Additional Details: _____

Approved by PTO: _____

Date: _____

Approved by Principal: _____

Date: _____