

Howard PTO
Request for Check/Reimbursement

Date: _____ Committee: _____

Project: _____

Make check payable to: _____

Mail to: _____

Address: _____

Item	Amount
TOTAL AMOUNT REQUESTED:	

Please attach all receipts to this request. The Howard PTO is unable to reimburse for sales tax paid. Tax exempt certificates are available on the PTO area of the Howard website. Thank you!

TREASURER'S USE:
Date Paid:
Check Number: