JOE HARRIS ELEMENTARY SCHOOL PTO
2100 10th St. SE
Rio Rancho, NM 87124
Phone (505) 896-0706

JHE PTO Expense Reimbursement Request Form

Name: _____ **Date:** _____

Pay To: _____ **Email/Phone:** _____

Please attach an itemized receipt and supporting documentation to this form. Incomplete forms will not be paid.

Category/Event	Description	Quantity	Price per Unit	Total Amount
			Total Amount Requested:	

I certify that the expenses listed above are accurate and were incurred for business purposes.

Signature: _____ Date: _____

Treasurer Use Only:

Category/Description: _____ Date Paid: _____

Amt Line Budget: _____ Check# _____

Remaining Budget: _____ Entered By: _____

Signature Check Rec'd: _____ Date Rec'd: _____