Aprende PTSO Reimbursement Request - 2021-2022

Please attach all original receipts and any other pertinent information. Hard copies of this form & receipts are required.
All receipts are due within 4 weeks of the receipt date. Receipts received after that date will be considered a donation.
Checks will take up to two weeks; Paypal is preferred. Submit this form and receipts to the Aprende PTSO Treasurer via the PTSO mailbox at school.

Event Name: _____

Your Name & Address: _____

_____

Phone: _____ **E-Mail Address:** _____

Choose payment type: ☐ Please reimburse by check ☐ Please reimburse via PayPal at this account: _____

Vendor Name	Description of Purchases	Amount
	Total:	

Paypal reimbursement should arrive to you within a week. Checks will take up to two weeks. If you have questions, please contact the Aprende PTSO Treasurer at treasurer@aprendeptso.org.