

FHUSD PTO

Reimbursement Report

13114 Fountain Hills Blvd.
Suite 114
Fountain Hills, AZ
85268

Phone: 480.664.5100
Email: fountainhillsppto@cox.net
Website: <http://www.fhusdpto.org>

Volunteer: _____
Event: _____
Chairperson: _____
Today's Date: _____

Purpose of expense: _____

Date	Description	Vendor	Note/Comment	Unit Price	Total
Subtotal					
Less cash advanced					
Total owed to you					
Total due					

Chairperson
signature: _____
Approved by:
PTO Board Member _____

Date: _____
Date: _____

Receipts must be attached to reimbursement form.



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