

Crofton Middle School PTO
Request for Reimbursement
(Please place in Treasurer's Folder in Main Office)

Date: _____ **Amount:** _____

Submitted by: _____ **email** _____

Check made payable to: _____
(Name and address)

Delivery Options: _____ CMS/PTO Mailbox _____ Mail to address above

Detailed Description of Expense (a receipt must be attached):

Approved by: _____
Committee Chair/Principal Signature Required

Account:

_____ Avid	_____ Gym suits
_____ Building/Classroom Improvements	_____ Hospitality
_____ Classroom/Library Media	_____ Membership
_____ Club Support	_____ Musical
_____ CMS Program	_____ MSA Snacks
_____ Cultural Arts	_____ Science & Technology
_____ Destination Imagination	_____ Staff Development
_____ Fundraising	_____ Summer Reading
_____ Grounds & Maintenance	_____ Teacher Supply Reimb.
_____ Guidance _____ Volunteer Programs	

Questions? Contact Joan Renner at jrenner@thebrickcompanies.com

Treasurer Notes:

Check # _____ Date Paid _____ Delivery _____