

# Reimbursement Form

**GALATAS ELEMENTARY SCHOOL**

**9001 Cochran's Crossing Dr.**

**The Woodlands, TX 77381**

**TAX I.D. #1-76-0377164**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_ Please make check payable to the above person

\_\_\_\_\_ Please make check payable to another person/business (below)

Name/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Your signature: \_\_\_\_\_

Committee Chair signature: \_\_\_\_\_

**\*Record each receipt on a separate line and attach receipts or copies of the receipts. Submit in envelope to "Completed Reimbursement Forms" folder in PTO drawer. If there more than 8 receipts, please use another form.**

| Date | Where purchased (or description) | Amount | Category<br>(Hospitality, yearbook, etc...) |
|------|----------------------------------|--------|---|
|      |                                  |        |   |
|      |                                  |        |   |
|      |                                  |        |   |
|      |                                  |        |   |
|      |                                  |        |   |
|      |                                  |        |   |
|      |                                  |        |   |
|      |                                  |        |   |

**TOTAL:** \_\_\_\_\_

**Thank you,**

**Galatas PTO Treasurer**

\*\*PTO cannot reimburse tax on purchases.

\*\*\*Please allow 7-10 business days for your check to be ready.

Form Rec'd \_\_\_\_\_ Approved: \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_