

WYCKOFF PTO COORDINATING COUNCIL, INC.
Lincoln School PTO
Expense Reimbursement/Check Request Form



Complete this form to request an expense reimbursement or to request a check for payment. Copies of receipts must be attached for all reimbursements. All check requests must have an invoice attached.

NOTE: Sales tax cannot be reimbursed. Please use our tax-exempt ID# for all purchases.

Activity/Event:	
Name <i>(submitted by):</i>	
Email:	
Date:	VP/Chair Approval:

Description <i>(Receipts/Invoices must be attached)</i>	Amount Paid	Receipt (x)
Total Check Amount:		

Please make check payable to: Name: Address: Phone #:
