

Oak Knoll PTO – Request for Reimbursement

Committee: _____

Date: _____ Chair Signature: _____

Expenses: _____

Total to be reimbursed: _____

Check payable to: _____

Address: _____

Phone: _____

Please staple receipts to back of form and place in the PTO Treasurer's mailbox
(near the teacher mailboxes) in the school office.

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