

Thurston Elementary PTO

Reimbursement Request

To request a check/reimbursement from the Thurston PTO, please complete the following information.

Request Date: _____

Make Check Payable to:

Request Amount: \$_____ (please attach receipt)

Description:

Thurston Elementary PTO

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Request Date: _____

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Description:

Treasurer Approval: _____

President Approval: _____ (for disbursements
\$300+)

Check Number: _____

Check Date: _____

Treasurer Approval: _____

President Approval: _____ (for disbursements
\$300+)

Check Number: _____

Check Date: _____