



**Briar Woods HS PTSO
Request for Reimbursement**

This form is used for:

- *Reimbursement of expenses incurred on behalf of the PTSO.*
- *Submission of payment request for an approved BWHS PTSO expense.*

Instructions: Complete this form and attach your receipts/invoice. The completed form should be placed in the PTSO mailbox.

DATE _____ Amount \$ _____

CHECK PAYABLE TO: _____

Detailed Description of Expense: _____

Expense Category: _____

Your Name: _____

Address: _____

Email / Phone: _____

For Treasurer use only: check # _____ Check date: _____

Approval signature: _____