

**CAROLYN T. DOUGLAS ELEMENTARY PARENT TEACHER ORGANIZATION
EXPENSE REIMBURSEMENT/CHECK REQUEST FORM**

Douglas PTO board and committee members, parent volunteers, and school staff requesting payment for reimbursable expenses associated with PTO-sponsored activities should complete a copy of this form and return it to the treasurer along with receipts. A paper copy may be left in the treasurer's mailbox at the Douglas School Office.

Today's Date:	
Payment Requested by: Name of the person/entity requesting payment.	
Amount Requested:	\$
Check Payable to: Name of person, company or entity to whom the check should be made payable if different from above.	
Payment for: Brief description of the expense. Include the name of the event and/or sponsoring committee if known. (Examples: auction, ice cream social, cultural enrichment, 6 th grade graduation, Douglas Day, 6 th grade performing arts)	
Mailing Address: Checks will be delivered via interoffice mail/child's backpack for expense reimbursement and US postal service for third party vendors, unless other arrangements are made with the treasurer	
Receipt: Please attach (tape or staple) receipts to this form and leave in treasurer's mailbox at Douglas School Office	

NOTE: Douglas School PTO is a Massachusetts sales tax exempt organization and cannot reimburse for sales tax on your expenses. Please present the sales tax exempt certificate when making purchases to avoid paying sales tax. Many of the local vendors have our certificate on file and will not charge sales tax when you tell them the items are for Douglas School. If the purchase is large, please contact Andrew for a ST-5 Form to be presented along with the tax exempt certificate.

Questions – Please contact Andrew Chase at Andrew.chase@schneider-electric.com or 978-263-4765.