**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 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.

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| **Today’s Date** |  |
| **Payment Requested By:**  Name of the person requesting payment |  |
| **Amount Requested:** | $ |
| **Check Payable To:**  Name of person, company or entity to whom the check should be payable if different from above. |  |
| **Payment for:**  Brief description of the expense, including the name of the event and/or sponsoring committee, if known. (Examples: auction, ice cream social, cultural enrichment, 6th grade graduation, etc.) |  |
| **Mailing Address:**  Checks will be delivered to your home address via the US Postal Service, unless other arrangements are made with the treasurer. |  |
| **Receipt:**  Please attached (tape or staple) receipts to this form and leave in the treasurer’s mailbox at the 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 an ST-5 Form to be presented along with the tax exempt certificate*.

Questions – please contact Kim Kuhn at [kimberlyanne12@gmail.com](mailto:kimberlyanne12@gmail.com).