

GREELEY PTO REIMBURSEMENT REQUEST FORM

The Greeley PTO, as part of the Winnetka Parent Teacher Organization of Winnetka, IL, is a 501(c)(3) tax-exempt organization under the IRS, with Federal EIN: #20-4367591 and Illinois Tax Exemption ID: #E9935-9049-01

The Greeley PTO is not allowed by law to reimburse sales tax on any items purchased by you. Please request a copy of our tax-exempt letter in electronic form from the Greeley PTO treasurer (or find a hard copy in the treasurer's mailbox at Greeley) before making any purchases on behalf of the Greeley PTO

Date: _____

Name of Payee: _____

Payee's Mailing Address: _____

Person Requesting Check: _____

Return Check to (check one):
 Person Requesting Check
 Payee
 Other: _____

Description of Expense: _____

Budget Area to be Debited:	Amount:	
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total	\$	_____

Other instructions: _____

Please attach all receipts and invoices. Thank you!

For PTO Use:	Check#	_____
	Date of Check	_____
	Amount of Check	_____
	Signature of Treasurer	_____