

# Cougar PTO Reimbursement Form

**PLEASE COMPLETE ALL OF THE FOLLOWING:**

Date: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Event (if any): \_\_\_\_\_

Name: \_\_\_\_\_

Address (to which payment should be mailed): \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Receipts must be attached to this form in order for reimbursement to be made.

**Attach receipts** for all of the following:

<b>Item Description</b>	<b>Amount</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>Total:</b>	_____

Place form and receipt(s) in the PTO Treasurer’s box in the Crestline office, or mail to:

Stacy Townsend	Cougar PTO Treasurer
13 Spring Street	PO Box 130088
Birmingham, AL 35213	Birmingham, AL 35213

Questions? Email [cougarptotreas@gmail.com](mailto:cougarptotreas@gmail.com) or [sgtownsend@gmail.com](mailto:sgtownsend@gmail.com)