



Auburn Junior High PTO
Expense Reimbursement Sheet 2017-18

Date: _____

Check Made Payable To: _____

Address: _____

Phone#: _____

Position or Chairperson: _____

Brief description of what the funds were used for:

Please attach all invoices or receipts to the back of this page and mail to:

Attn: PTO Treasurer
Auburn Junior High PTO
191 Franklin Street
Auburn, NY, 13021

or place in the PTO mailbox in the main office

If you have any questions please email them to: auburnjrhighpto@gmail.com

*****For Treasurer's use only*****

Budget Allocation: _____ Receipts Attached: _____

Invoice # _____ Reconciled Date: _____

Check Amount _____ Check # _____

Co-Chair Approval: _____

Co-Treasurer Approval: _____