

MOUNT PROSPECT ELEMENTARY SCHOOL PTO



**2018-2019 Expense Reimbursement  
Vendor Payment Form**

<b>Payee:</b>	
<b>Email Address:</b>	
<b>Phone #:</b>	
<b>Student's Last Name:</b> <i>If different from payee:</i>	
<b>Payee Address:</b>	
<b>Date of Expense:</b>	
<b>Event/Committee:</b>	
<b>Chairperson:</b>	
<b>Description:</b>	
<b>Amount:</b>	
<b>Receipt Attached:</b> <i>PLEASE paperclip</i>	<b>YES      NO</b>
<b>Signature:</b>	

***We make it a point to reimburse you quickly please do us  
the same favor by depositing/cashing your  
reimbursement check just as fast!***

***Thank you – MPS PTO Board***

***Any questions email Kathryn Reed at [kathrynreed2008@gmail.com](mailto:kathrynreed2008@gmail.com)***

***For PTO Treasurer Use Only***

***Date check issued:***

***Check Number:***