

KDM PTO
REQUEST FOR PAYMENT/REIMBURSEMENT

Event:

Event Date:

Submitted by:

Reason for Payment:

Amount:

Make check payable to:

**Mail/Deliver to
(person/address):**

TO BE COMPLETED BY TREASURER:

Check #:

Treasurer's Initials:

**Please attach receipt(s) & submit completed form to Lauren Naylor at
lauren.e.wozniak@gmail.com or via the PTO mailbox.**

THANK YOU!