

Richland Elementary School TPO  
500 Fairview Avenue  
Quakertown PA 18951

## Expense Reimbursement Form

- 1.) **Please attach receipts.** TPO will only reimburse for those purchases accompanied by a valid receipt.
- 2.) Complete this form.
- 3.) Submit in an envelope addressed to "TPO Treasurer" and place in the TPO box in the school office.

**Circle or highlight appropriate category/committee for this expense:**

Assemblies	Family Fun	Holiday Shop	Race for Education
5 <sup>th</sup> Grade Lunch	Spring Fling	Gifts	Room Fund - Parent
Yearbook	Field Trips	Spirit Wear	Room Fund - Teacher
5 <sup>th</sup> Grade T-Shirts	Field Trip Buses	Teacher Appreciation	Supplies
Playground Equip	Field Day	Reading Olympics	Other _____

Date of submission: \_\_\_\_\_

Total of expenses being submitted: \_\_\_\_\_

To whom should the check be payable? \_\_\_\_\_

Do you want the check placed in the **office for pickup** or sent **somewhere else?** (Circle one)

Provide address where check should be sent: \_\_\_\_\_

\_\_\_\_\_

In case of questions: Please provide your name, phone number and e-mail below:

\_\_\_\_\_  
Name Phone # E-Mail address

**All contact information is confidential.**

(This section to be completed by the Treasurer)

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

Check Number: \_\_\_\_\_

Notes: \_\_\_\_\_