

## Daarul Uloom PTO Expense Reimbursement Form

This reimbursement form is to be completed by individuals who have used their personal funds for Daarul Uloom PTO events. Volunteers must have prior approval by DU administration or PTO event coordinators in order to receive reimbursements. Staple all receipts or proof of expenses to this form and give to DU school office for processing. Alternatively, this form along with the corresponding receipts can be submitted electronically to [pto.treasurer@dupeoria.org](mailto:pto.treasurer@dupeoria.org) (pictures or PDF files).

All reimbursements will be left with the school front office, submitters will be notified either by phone or by email.

**ALL Reimbursements will be in the form of a check and will be available on the last Friday of the month for pickup at the DU office.**

|                  |  |                |  |
|------------------|--|----------------|--|
| Submission Date: |  |                |  |
| First Name:      |  | Email address: |  |
| Last Name:       |  | Phone Number:  |  |
|                  |  |                |  |

|             |  |
|-------------|--|
| Event Name: |  |
| Event Date: |  |

| Number       | Place of Purchase | Item Description | Amount    |
|--------------|-------------------|------------------|-----------|
| 1            |                   |                  |           |
| 2            |                   |                  |           |
| 3            |                   |                  |           |
| 4            |                   |                  |           |
| 5            |                   |                  |           |
| 6            |                   |                  |           |
| 7            |                   |                  |           |
| 8            |                   |                  |           |
| <b>TOTAL</b> |                   |                  | <b>\$</b> |

**PLEASE ATTACH RECEIPTS TO THIS FORM.**

|                      |  |
|----------------------|--|
| Currency Bag Number* |  |
|----------------------|--|

\* Please record the yellow currency bag number on this form if submitted along with other monies from a fundraising event.

FOR OFFICE USE ONLY

|                       |              |
|-----------------------|--------------|
| Date Processed:       |              |
| Processed By:         |              |
| Form of reimbursement | CASH   CHECK |

