

**UPPER ARLINGTON HIGH SCHOOL PTO
2022-2023 Reimbursement (Check Request) Form**

Please complete this form and submit it with receipts/invoices for reimbursement. This form can be mailed/emailed to Jordan Bain, Treasurer (*see contact info below*), put in the PTO mailbox, or brought to the PTO Meetings.

Submit receipts for reimbursement within 45 days from the date received.
Receipt/invoice must be included.

Today's Date _____

This is a **request for payment** in the amount of \$_____

These expenses are from the _____ committee.

The money was used for: _____

Make check payable to: _____

Address: _____

Phone: _____

Email: _____

PTO Reimbursements: The UAHS PTO does not pay tax. If you did pay tax, the PTO will only reimburse you the amount prior to the tax. The tax is a contribution from you. **Tax-ID#: 03-0543794**

Contact Info:

Jordan Bain PTO Treasurer, 2524 Northwest Blvd, UA 43221
uahsptotreasurer@gmail.com