

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 th Grade Lunch	Spring Fling	Gifts	Room Fund - Parent
Yearbook	Field Trips	Spirit Wear	Room Fund - Teacher
5 th 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: _____