

Barkhamsted PTO  
Reimbursement Request

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**Name:** \_\_\_\_\_ **Email/Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Event	Description	Subtotal *

**Total Reimbursement Request \$** \_\_\_\_\_

\* Please attach original or photocopy of receipts

Questions? Please contact the PTO at [barkhamstedpto@gmail.com](mailto:barkhamstedpto@gmail.com)

**Approved By:** \_\_\_\_\_ **Check#:** \_\_\_\_\_ **Date:** \_\_\_\_\_