

Highlands PTO Reimbursement Form

Hard copies available in Reimbursement Box in the Main Office

Highlands PTO Reimbursement Form

Please attach your receipts to this form and place in the Reimbursement Box in the office

Your Name & Address:	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Date Submitted:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Phone/Email:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	Amount Due:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Items Purchased:	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
Budgeted Activity/Event:			

Please check one:

- Send payment directly to vendor
- Send payment directly to me

Please include a **COPY** of your receipt, not the original. Due to our Tax Exempt status, we are **UNABLE to reimburse sales tax.**
*Please allow 10 business days for payment. Thanks!