

Elms Elementary School PTN
Receipt Submission/Reimbursement Request
2023- 2024 School Year

Who Made Purchase: _____

Date: _____

Total: _____

Circle Submission Type: Receipt Submission Only Reimbursement Requested

Make Check Out To: _____

Description of Materials Purchased:

Receipts and/or order forms MUST be attached

Please complete and leave in the PTN Lockbox – Attn: PTN Treasurer