

# Homestead PTCO Reimbursement Request

Use this form to request reimbursement for a PTCO sponsored event.  
**Please submit requests no later than 30 days after the event.**

Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Reimbursement Total: \$ \_\_\_\_\_

Description of Payments made (i.e. Printing Services, Admission: # tickets at \$): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payee if different than Requestor: \_\_\_\_\_

**\*\*\*\*All reimbursement requests must be accompanied by receipt(s) or an invoice\*\*\*\***

## Requestor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Please choose one:

- Leave my check in the Treasurers box in the Main Office
- Mail my check to me at the address above
- Send my check home with my child (complete section below)

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

All reimbursement requests should be directed to  
Lara Girtin (720) 878-1865; [treashomesteadptco@gmail.com](mailto:treashomesteadptco@gmail.com)

For Treasurers use only:

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Account: \_\_\_\_\_

