

Hindley PTO 2023-2024

Reimbursement Request

Please complete the request form below, attach invoices or receipts, and email Vivian Liu the reimbursement package at hindleypayment@gmail.com. Please allow two weeks for processing.

If you have any questions please contact Vivian at hindleypayment@gmail.com or vivre10@gmail.com or 646-306-5760.

Date

Name of PTO member requesting check

Telephone number

PTO Committee

Name of event

Date of event

Make check payable to:

Amount of check

Date check is needed

Is this a payment in full, deposit or reimbursement?

Address to which check should be mailed

Approval

Date

Check Number