

Hindley PTO 2025-2026

Reimbursement Request

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

If you have any questions please contact us at hindleypayment@gmail.com or Jackie Vene at jackiewashecka@gmail.com / 917-513-8008 or Yi Zou at yizou777@gmail.com / 202-812-0830.

Date

Name of PTO member requesting check	Telephone number	PTO Committee
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Name of event	Date of event
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Make check payable to:

Amount of check	Date check is needed
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Is this a payment in full, deposit or reimbursement?

Address to which check should be mailed

Approval	Date	Check Number
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