

2024-2025 Tootin' Hills PTO
Expense Reimbursement Form

PLEASE ATTACH ALL ORIGINAL RECEIPTS

Today's Date: _____

Purpose of Expense: _____

Grade or PTO Committee: _____

Make check payable to: _____

Address: _____

Email: _____

Total Expense: \$ _____

To submit: drop-off in Treasurer's mail slot in the Tootin' Hills Office.

Staff checks will be delivered to Amy Dennehy in the main office.

Family checks will be mailed to you.

Questions? Contact **Heather Latin at 617-584-4405** or email
heather.m.latin@gmail.com

For Treasurer Use Check Number _____ Date Mailed _____
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