

Instructions for PTO Expense Reimbursement Requests to Individuals:

- 1) Complete PTO EXPENSE REIUMBURSEMENT REQUEST FORM (available on PTO website)
- 2) Submit completed request to Treasurer's envelope located in the PTO mailbox
- 3) Reimbursement checks will be mailed to the address on the request form unless arrangements are made to pick up check

Please Note: Reimbursements will not be made without a completed request form, original receipts and the approval of the committee chair.

Instructions for PTO Expense Reimbursement Requests to Vendors:

- 1) Invoice should be sent to STCE PTO, Attn: Treasurer, 1020 Dunham Road, St. Charles, IL 60174
- 2) Invoice will be paid upon approval of committee chair
- 3) Reimbursement checks will be mailed to the vendor

Please Note: Reimbursements of invoices will only be made to the vendor