

MSPTO

Expense Reimbursement

REQUEST FOR MSPTO BUDGETED FUNDS School Year 2018-2019

PLEASE COMPLETE AND RETURN TO:
Beth McHallam - 11 Phillips Street, Medway, MA 02053

Please use this section to request Funds:

PURPOSE: _____

AMOUNT REQUESTED: _____

PURPOSE: _____

AMOUNT REQUESTED: _____

PURPOSE: _____

AMOUNT REQUESTED: _____

TOTAL Amount to be Paid: _____
(ALL RECEIPTS MUST BE ATTACHED)

For treasurer's use only:		
Date received	_____	Date processed _____
		Check # _____

Please note: MSPTO cannot reimburse for sales tax. Please contact beth.mchallam@gmail.com before making your purchase for MSPTO's sales exemption notice & form.

Name:	
Mailing Address:	