

**PINE-RICHLAND HANCE PTO
Teacher Reimbursement Form
2022-2023**

Date:

Check Payable To:

Amount:

Street Address:

City, State, Zip:

Instructions

Please attach appropriate paperwork (invoices, receipts, contracts, etc) to this form or scan with this form. Reimbursement and/or payment for goods/services cannot be processed without such documentations. Payment Request Forms should be places in the Hance PTO mailbox or emailed to the to hancetreasurerpto@gmail.com

Description of Goods/Services Purchased

**Questions?
email:**

Treasurer: Beth Klebacha
hancetreasurerpto@gmail.com