

**Mary L. Tracy School PTO  
Reimbursement Form**

650 Schoolhouse Lane  
Orange, CT 06477

Please attach original receipts to this form and submit them directly to the PTO Treasurer or place your request in the PTO mailbox at school.

Reimbursements will either be mailed to your home address or sent home in your child's backpack. If you have any questions, please contact the Mary L. Tracy PTO Treasurer at [maryltracytreasurer@gmail.com](mailto:maryltracytreasurer@gmail.com).

Date: \_\_\_\_\_



Make Check Payable to: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Requested Amount: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_

Committee to be Charged: \_\_\_\_\_

Committee Chairperson Approval: \_\_\_\_\_

Principal Approval (if applicable): \_\_\_\_\_

*\*No reimbursements will be processed without this form and supporting documentation.*

\_\_\_\_\_

**For Treasurer's Use Only:**

Check #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_