

### St. Giles PTO Expense Reimbursement

Payable to: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Date	Expense, Category (Grade, Class, or Event)	Explanation (Supplies, Decorations)	Amount
		Total	

Reimbursement Submitted By: \_\_\_\_\_  
(Please sign)

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

\*\*\*St. Giles School is tax-exempt. Copies of the tax-exempt letter are available in the PTO box and online. Please show this letter when you are making purchases so that you do not have to pay tax on items purchased for the school. Tax will not be reimbursed.

Please include receipts, bills, and/or invoices with this form.

Place items in the PTO mailbox in the school office

OR mail to:

Joanne Biemer  
PTO Treasurer

1004 Linden Ave, Oak Park, IL 60302

If you have any questions, please email [mcpikej@hotmail.com](mailto:mcpikej@hotmail.com). Thank you!