



**Pueblo Elementary School  
Parent Teacher Organization**

6320 N. 82<sup>nd</sup> Street  
Scottsdale, Arizona 85250  
Scottsdale Unified School District

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**PTO REIMBURSEMENT REQUEST\***

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

Name: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Mail to: \_\_\_\_\_

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

I request the following item(s) be considered for reimbursement by the Pueblo PTO  
(Business purpose of expenditure):

**Approvals:**

\_\_\_\_\_  
PTO Officer(s) Date

≤ \$1000 \_\_\_\_\_  
PTO Executive Board Meeting Date

>\$1,000 \_\_\_\_\_  
PTO Membership Meeting Date

**\*Submit form with original itemized invoice and receipt(s) to Pueblo PTO Treasurer in school office or via email at [treasurer@pueblopto.org](mailto:treasurer@pueblopto.org)**

**Note: All items purchased by the Pueblo PTO become the property of Pueblo Elementary School.**

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For Treasurer Use Only:

\_\_\_\_\_ Account \_\_\_\_\_ Check # \_\_\_\_\_ Entered