

WMS PTSO Reimbursement Forms

Please read below BEFORE submitting your reimbursement. This will ensure a faster turnaround on your reimbursement.

- 1) Please click on the Excel sheet below that applies to you.
- 2) Please number and take a picture of each receipt for reimbursement. Be sure to email the receipts with your reimbursement form.
- 3) Forms need to be filled out completely, emailed to the treasurer using the given instructions and due dates on the forms.

*Only emailed reimbursement requests (paperless) submission can be accepted due to our limited recordkeeping space.

If you have any questions, please contact the treasurer.

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