

**Crow Island PTO**  
**Expense Reimbursement Form 2016-2017**

**PLEASE DO NOT PAY SALES TAX** - we cannot reimburse you for sales tax. Our Illinois tax exempt identification number is E9935-9049, expiring August 1, 2021. Our FEIN is 20-4367591.

Please complete this form. Attach all receipts and return it to the PTO mailbox in the Crow Island Office, or to my mailbox at 1026 Pine Street, Winnetka.

Thank you for all of your hard work for the PTO!  
Allison Wiese, Treasurer, 312-543-5074

**PTO Activity/Event Name** \_\_\_\_\_

**Amount of Expense** \_\_\_\_\_

**Make Check Payable to** \_\_\_\_\_

**Send Check to** \_\_\_\_\_

**Submitted by** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

**Date Check Needed** \_\_\_\_\_

(if applicable)

<b>For PTO Use</b> <b>Check #</b> _____ <b>Date</b> _____  <b>Amount</b> _____ <b>Account</b> _____
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