

2011-2012
Woodridge PTO Enrichment Program
Reimbursement Form

To submit for reimbursement of your grant:

1. Complete this form
2. Attach all receipts or invoices
3. Put in envelope marked Attn: Lori Samerdak, PTO Treasurer
4. Place in PTO mailbox in the school office

Your Name	
Grant # and Name (as indicated in your letter)	
Total Amount to be Reimbursed	
Name of Person/Company to be Reimbursed (as it should appear on check)	

This form must be submitted for reimbursement within **30 days** of receipt/invoice date.

Awarded grants must be redeemed by **January 31, 2012**. "Timed" field trips or assemblies are exempt from the January 31, 2012 deadline.

Additional reimbursement forms may be downloaded and printed from our website at www.woodridgepto.com.

If you have any questions, please contact Lori Samerdak at (330)983-5697 or Loris1584@msn.com.

Thank you!