

*Staple Receipts Here*

**NORTH KIRKWOOD MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION  
REIMBURSEMENT FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: Please remember to use the tax exempt so PTO is not paying sales tax.**

*Please send complete form to **Carissa Flynn, 960 Lindemann Rd. Des Peres, MO 63131** or scan and send to [carissa.flynn@gmail.com](mailto:carissa.flynn@gmail.com).*

**PTO Treasurer Use**

Budget Charged \_\_\_\_\_

Date Check Written \_\_\_\_\_ Check # \_\_\_\_\_