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## The Family Center Parent-Teacher Organization (PTO)

### PTO Reimbursement Form

For PTO expense reimbursements, please fill out the [online form](#) or email this completed form and receipts to [familycenterpto@claytonschools.net](mailto:familycenterpto@claytonschools.net).

**Name:** Click here to enter.

**Email:** Click here to enter.

**Phone:** Click here to enter.

**Mailing Address** (if you choose to get paid through a paper check):

Click here to enter.

**Zelle®** (if you choose to get paid through Zelle®): Click here to enter.

**Brief Description of Services or Items (purpose, amount, event/receipt date):**

Example: PTO Meetings Coffee, \$60, 09/01/2022

Click here to enter.

Click here to enter.

Click here to enter.

Click here to enter.

Click here to enter.

I certify that the expenses listed are appropriate PTO expenses:

Click here to enter.

Your Name and Date