

New Eagle School PTO

Expense Reimbursement/Check Request

Email a scanned copy or picture of the completed form, including detailed receipts (pics or pdfs) to:
asst.treasurer@neweaglepto.org Or mail to: Michele Hinken 442 Timber Lane Devon, PA 19333
 NEES staff may drop the form and receipts in the Asst. Treasurer school mailbox.

Make check payable to: _____

Mail check to: _____

OR

Put in school mailbox to: _____

Please complete information below, sign and date.

Date	Event (pick from below)	Description	Amount

Total Amount: \$ _____

Signature _____

Date _____

PTO Events:

- | | | |
|----------------------------|------------------------------|-------------------------|
| 1st Grade | BUILD | Learning Fair |
| 2nd Grade | Character Building | New Eagle Day of Giving |
| 3rd Grade | Cultural Arts - Assemblies | New Family Orientation |
| 4th Grade | Cultural Arts - Author Visit | Parent Social |
| 4th Grade Relay shirts | Cultural Arts - Residency | Pizza Bingo |
| 4th Grade End of Year | Dental Clinic | PTO Refreshments |
| 4th Grade School Store | Directory | School Supply Kits |
| 4th Grade Spirit Wear | Field Day | Skating Parties |
| Administrative | FLITE | Spirit Committee |
| Afterschool Clubs | Friends of the PTO | Spring Fair |
| Animal Care | Golden Apple Grant | Staff Recognition |
| ARCH | Green Committee | Students - Study Skills |
| Beautification | Ice Cream Social | Teacher Room Fund |
| Book Fair - Barnes & Noble | Kindergarten | Technology Initiative |
| Book Fair - Fall Sale | Kindergarten Teas | Trunk or Treat |