



CASH EXCHANGE/REIMBURSEMENT FORM

DATE: _____

CASH PROVIDED BY: _____

CONTACT NAME: _____

PHONE NUMBER: _____ EMAIL: _____

DOLLARS: \$ _____

CHANGE: \$ _____

TOTAL AMOUNT DONATED: \$ _____

EVENT/CONTRIBUTION PURPOSE: _____

The Dunbarton Elementary School PTO is a 501(c)(3) non-profit organization. Cash exchanged or provided to a Dunbarton Elementary School PTO Event (DES PTO) due to a shortage qualifies for reimbursement from the Dunbarton PTO Treasurer. The Event Coordinator, the school Secretary or a PTO Board Member must sign off on this form in order for reimbursement to occur. We appreciate your assistance in the event of an unexpected shortage.

Authorized Signature: _____

Questions can be directed to: dunbartonpto@gmail.com.

On behalf of the students, parents, and teachers of Dunbarton Elementary School, thank you
for your support!