

PTO Volunteer Credit Card Charge Details

Date:	Member:
Telephone # and/ or email:	
Amount of Charge: \$	
Description of event or purchase:	
Please attach the copy of receipt(s) hig	ghlighting the item(s) and amount(s) charged.
For Treasurer:	
Date entered into Quickbooks:	Category:

Contact NPSPTO@nssk12.org with any questions referencing Volunteer Reimbursement.