

PSO Reimbursement Form

Please complete the form and turn the form into Finance (located at on the third floor of High School Building). **ONLY ONE EVENT PER FORM IS ACCEPTED.** Receipt(s) must be attached for reimbursement. Reimbursement will be made to you in RMB only**. You will be contacted via your email or mobile phone when your reimbursement is ready to pick up in the accounting office. **PLEASE PRINT CLEARLY.**

Today's Date: _____ Name: _____

Email AND mobile #: _____

This expense is for (please circle one) HS MS ES School-wide

Please fill out one section:

Classroom Party:

(Teacher's name) (Grade) (Event)

Special Event

(Event name)

Booster/ Committee

(Event name)

Other:

(Description) (Date of event)

**Total to be reimbursed: _____ RMB

Description of items purchased:

Signature: _____

**XE.com will be used for currency exchange as of the date processed

--- For PSO Treasurer and School Office Use Only

PSO Treasurer Approval: _____ Date: _____

Budget Allocation: _____ Tracking Log: _____

School Office: _____

Revised September 6, 2017