



ARABIC IMMERSION MAGNET SCHOOL

PARENT TEACHER ORGANIZATION

Reimbursement Form

Instructions:

Please submit all original receipts within 30 days of event or activity. **SALES TAX WILL NOT BE REIMBURSED.** Put form and receipts in an envelope addressed to PTO Treasurer and place in the white PTO mailbox in the school lobby or mail to AIMS:

**Arabic Immersion Magnet School
4001 Stanford Street
Houston, Texas 77006**

Name: _____

Address: _____

Phone: _____ Email: _____

Authorized By: _____ Date: _____
(Board Member or Committee Chair)

Date	Description	Amount
	Total	
	Less donations	
	SUBTOTAL	

Donations		Treasurer Use Only	
Donor	Amount	Amount Paid	
		Check #	
		Date	