



Check Request (Reimbursement) Form PTO 2018/2019

This form may be used to request reimbursement for PTO expenses, or to request a check to be sent directly to a vendor for items purchased by the PTO. Please attach receipts or bills to this form and leave in the PTO mailbox. Your reimbursement check will be sent home through kid mail.

Funds Requested By: _____

Event/Program/Committee to be Charged: _____

Please Circle: Reimbursement Vendor

Date: _____ Reimbursement Amount: _____

Explanation of what the money was used for: PLEASE BE SPECIFIC

Committee Chairperson Signature: _____

Kid Mail Info

Child Name: _____

Teacher Name & Grade: _____

Instructions:

1. Complete this form.
2. Staple all receipts to this form.
3. Make sure Committee Chair has signed this form.
4. Submit the completed form to the PTO mailbox.
5. Checks will be issued as soon as possible.
The PTO mailbox will be checked on Monday and Thursday.
6. Checks will be sent to you via kid mail.

Treasurer's Use

PTO Approval: _____

Check Payable to: _____

Check #: _____ Date: _____

Amount: _____ Account Charged: _____

REIMBURSEMENT DEADLINE:

All reimbursement requests must be submitted by the last day of school.