



Check Request (Reimbursement) Form PTO 2019/2020

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.

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

Kid Mail Info:

Child Name: _____

Teacher Name & Grade: _____

Instructions:

1. Complete this form.
2. Staple all receipts to this form.
3. Submit the completed form to the PTO mailbox.
4. The PTO mailbox will be checked on Monday and Thursday.
5. Requests will be reviewed and forwarded to the Business Manager.
6. No checks will be issued without this form signed by Lisa Wells or Ashley Lyon.
7. Checks will be issued as soon as possible and will be sent to you via kid mail.

Treasurer's Use

PTO Approval by Lisa Wells or Ashley Lyon: _____

Check Payable to: _____

Check #: _____ Date: _____

Amount: _____ Account Charged: _____

REIMBURSEMENT DEADLINE:

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