
PTO Check Request/Reimbursement Form

Is this a check request or reimbursement? Please circle one.

(This is generally a two week process unless e-mail is sent to Treasurer and VP.)

Date _____

Amount _____

Check Payable to: _____

How do you want check returned to you?

_____ Leave check in PTA box in office and I will pick up.

_____ I would love an e-mail when it has been put in the box, my email is _____

Event or Program _____

All reimbursements requests must have receipts.

Please staple receipts to BACK of form.

Print Name of Person Requesting Check

Signature of Person Requesting Check

VP Approval - signature required

(VP - your budget has just gone down by above amount)

President/Treasurer Approval

Paid by Check # _____

Date of Check: _____

Receipts Attached: _____