Request for Payment/Reimbursement
Submit to Building Treasurer

This form is to be used by PTO members/volunteers and/or school staff members who are seeking payment or reimbursement for expenditures from the PTO.
This expense must be pre-approved as per the PTO budget or as voted on by PTO members as per the meeting minutes.
This request must be accompanied by ALL related receipts/invoices or it will not be paid.

Date: ______________________

Pay to:______________________ Committee: _________________

Mail to:______________________ Event:______________________

______________________ ______________________

Send Home with______________ Teacher_____________________

Items Purchased	Quantity	Price	Total

Grand Total: $ ______________

Approved via: Budget_________ Vote __________
Date Paid: ____________ Amount Paid: __________ Check No.: _________