

Crocker Elementary PTO
Request for Check Reimbursement or Issuance

Check Payable to: _____

Address: _____

Amount Requested: _____

Purpose for payment: _____

Date Check is needed by:

Please return to address listed above

Return to requestor

Other (specify): _____

Submitted by: _____

Phone: _____

Please attach original receipt to the back of this form.

Instructions:

1. Please complete this form for all PTO expenditures
2. All expenditures must be approved by the appropriate committee chair and budgeted.
3. Receipts/Invoices:
 - A. If you are requesting reimbursement of money spent please attach original receipts.
 - B. If the check will be used for purchase, please put the receipt in the PTO mailbox after the purchase is complete.
 - C. Please keep copies of all receipts in case the originals are misplaced.
4. Place completed form in the PTO mailbox.

Any questions, please call Andy Zaugg (285-2405) or Keith Poock (480-3021)

Note: Please request checks at least 2 weeks prior to "need by" date.

For Treasurer's Use Only:

Budget Category: _____

Check Date: _____

Approval : _____

Check Number: _____

Amount Paid: _____