

**Crocker Elementary PTO**  
**Request for Check Reimbursement or Issuance**

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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 (515-326-2823) or Laurie Wieseler (319-290-5661)

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

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**For Treasurer's Use Only:**

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Budget Category: \_\_\_\_\_

Check Date: \_\_\_\_\_

Check Number: \_\_\_\_\_

Approval : \_\_\_\_\_

Amount Paid: \_\_\_\_\_