

St. Mark School PTO Request to Spend Money/Reimbursement Form

1. Complete Top Section of form;
2. Submit form to PTO Treasurer - Place in PTO Treasurer folder (checked on Tuesdays and Thursdays) or email to StephieD928@gmail.com for quicker turn around;
3. PTO Treasurer will contact you regarding approval;
4. After approved purchase, submit receipt to PTO Treasurer - Place in PTO Treasurer folder (checked on Tuesdays and Thursdays) or email to StephieD928@gmail.com for quicker turn around;
5. PTO Treasurer will submit receipt and form to Michelle for reimbursement, and keep a copy for PTO records.

Date _____

Name _____

Phone number _____ Email address _____

Description of intended purchase (including category ie: 12k Gala, Uniforms, Yearbook, Kroger, etc.):

Amount requested: _____

Approved by: _____

Date approved: _____

Date receipt received: _____

Amount of purchase/reimbursement: _____

Date sent to Church Treasurer for reimbursement: _____

For PTO Treasurer Use Only
