

McDole Elementary PTO Check Request

Reimbursement or Payment of Invoice

Name of Person Submitting Request

Phone Number

Committee/Budget Category

Date

Make Check Payable To

\$

Amount Requested

Invoice # (If Applicable)

Purpose of Expense

Is this a budgeted or approved expenditure?

Yes

No

Instructions for Check Payment

Leave Check in Committee Box

Send check home with child:

Name/Teacher/Grade

Mail Check to:

Address/City/State/Zip Code

Important Note: Tax Will Not Be Reimbursed. Tax Exempt Status Letters May Be Obtained Through the PTO Treasurer or at www.mcdolepto.org.

Treasurer's Use

Disbursement Date

Check #

\$

Amount

Budgeted Item (Y/N)

Budget Category

Date Approved at PTO Meeting

Signature