

Kolter Elementary PTO

Reimbursement Request

2018-2019 School Year

Please complete, attach supporting receipts or invoices, and place in Treasurer's envelope in PTO drawer in front office.

Date:	Purpose of Expense:
Requester's Name	Requestor's E-Mail Address:

Supporting Detail:
Please list individual receipts or invoices and amounts and total. If more than 10 receipts, please make list and attach.
Please note: The PTO does not reimburse for sales tax. Please deduct this from each purchase.

Vendor	Amount	Vendor	Amount
1 _____	\$ _____	6 _____	\$ _____
2 _____	\$ _____	7 _____	\$ _____
3 _____	\$ _____	8 _____	\$ _____
4 _____	\$ _____	9 _____	\$ _____
5 _____	\$ _____	10 _____	\$ _____
TOTAL \$			-

<p>Desired Payee for Check:</p> <p><input type="checkbox"/> Requestor <i>Used for reimbursement of expenses</i></p> <p><input type="checkbox"/> Vendor <i>Used for direct payments to vendors</i></p> <p><input type="checkbox"/> Other: _____</p>	<p>Desired Payment Method:</p> <p><input type="checkbox"/> Teacher/ Staff Mailbox <i>Kolter Staff and Teachers Only</i></p> <p><input type="checkbox"/> Mail <i>Please indicate desired mailing address:</i></p>
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For Treasurer Use Only

<p>Expense Approval:</p> <p><input type="checkbox"/> Included in annual budget <i>No additional approval required</i></p> <p><input type="checkbox"/> Exceeds budget for category by less than \$300 <i>No additional approval required</i></p> <p><input type="checkbox"/> Exceeds budget for category by \$300 or more and approved by PTO Board or Membership *</p> <p><input type="checkbox"/> Unbudgeted misc. or emergency item approved by President (up to \$300) or Exec. Board (up to \$500) *</p> <p><input type="checkbox"/> Other unbudgeted items approved by PTO Board or Membership *</p> <p><small>* attach documentation of approval or denial</small></p>	<p>Check Details:</p> <p>Check Number: _____</p> <p>Date: _____</p> <p>Amount: _____</p> <p>Account: _____</p> <p><input type="checkbox"/> Reimbursement Request Denied * <i>Not budgeted or approved</i></p>
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