



2016-2017 Randolph Middle School PTO Reimbursement Request

Date: _____ Date Needed: _____

Requested By: _____ E-mail: _____

Check Payable To: _____ Amount: \$ _____

Address of Payee (City/state/zip): _____

Event/Activity: _____

Description of Item(s) Purchased/Purpose of Funds Being Reimbursed (Be Specific):

Included in annual budget OR approved at meeting (date: _____)

Signature of person requesting reimbursement: _____ Date: _____

Approved by PTO President/Principal Signature: _____ Date: _____

Note: Attach all receipts and other applicable supporting documentation (i.e., purchase orders, contracts, etc. to this form)

Steps:

1. Complete and sign form
2. Attach receipts
3. Obtain signature from Principal or PTO President
4. Submit to Treasurer

Reimbursements

- Requests should have an invoice and a complete Request for Reimbursement/ Payment Form signed by the requestor **and** Principal or PTO President **before** submitting to the Treasurer. Place completed requests in the Treasurer's folder in the PTO cabinet.
- Checks without an invoice or amount cannot be issued.
- Please allow 5 business days for checks to be processed.
- The Treasurer and PTO President CANNOT sign a check in which an amount is not inserted at the time the check is issued (in other words, blank checks will NOT be issued). An invoice/receipt/etc. is required for ALL checks.

<i>For Treasurer's Use Only:</i>		
Category: _____	Check #: _____	Date Paid: _____
Logged: _____		