

Hillside Elementary School PTO

Expense Reimbursement Check Request Form

Instructions:

Email requests to: Emily Phelan (emily.phelan@me.com) cc Jacqui Cosgrove (icosgrove13@me.com) or place a copy in the purple folder in the PTO mailbox located in the school office.

We recommend (if needed) purchasing supplies through our PTO Amazon account. Please contact your VP for more information.

Note; Checks over \$500 require 2 signatures. Please cc Kathleen Thomas (katho3@gmail.com) on a request \$500 and above.

Fill out this form to request expense reimbursement or to have invoices paid. Attach all receipts or invoices/contracts and retain a copy for your records.

Date: _____ Submitted by: _____ Phone No: _____

Amount: _____

Make check payable to: _____

Put check in PTO mailbox

Mail check to: _____

Yes No Include copy of invoice or contract (must be submitted with this form)

Expense category (circle one)

Cultural Arts

Assemblies and grade level programs

Fundraising

(i.e., fun run, plant sale, book fair, etc...)

School Services

(i.e., field day, pride day, yearbook, etc...)

Social Events

(i.e., water ice, ice skating party, pizza bingo, etc...)

Description:


~~~~~HILLSIDE PTO TREASURER USE ONLY~~~~~

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_