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## PIN OAK MIDDLE SCHOOL PTO

# PIN OAK MIDDLE SCHOOL – PTO PAYMENT/REIMBURSEMENT REQUEST FORM

*(To be used by School Faculty or PTO Volunteers to pay vendors or be reimbursed for expenses. These expenses must first be APPROVED by the Committee Chair before being submitted to Treasurer)*

*Please Print Clearly*

Date Requested: \_\_\_\_\_ Requested by: \_\_\_\_\_

Amount: \_\_\_\_\_ Date Needed by: \_\_\_\_\_

Contact Information: e-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Check should be written to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Or \_\_\_\_\_ place in box at school.

Circle the appropriate Expense Category below (If multiple accounts please specify amounts for each account):

### \*\* PLEASE ATTACH RECEIPTS\*\*

6 <sup>th</sup> Grade Orientation \$ _____	2010-2011 Special Grant \$ _____	Evening with the Stars \$ _____	Postage/Mailing Services \$ _____
8 <sup>th</sup> Grade Activities \$ _____	PTO Grant to P.O.M.S. \$ _____	Pin Oak Idol \$ _____	Printing & Copying \$ _____
Beautification \$ _____	President Discretionary Fund \$ _____	Fun Food Fridays \$ _____	Software & Equipment \$ _____
Faculty & Staff Appreciation \$ _____	Principal Discretionary Fund \$ _____	Earth Day Fundraiser \$ _____	Supplies \$ _____
Hospitality \$ _____	Charger Camp \$ _____	Book Fair \$ _____	
Volunteer Coordinator \$ _____	School Store: Uniforms \$ _____	School Directory \$ _____	<b>***FACULTY STIPEND***</b>
Technology \$ _____	School Store: Candy \$ _____	Membership \$ _____	
Publicity \$ _____	School Store: Supplies \$ _____	Misc: _____ \$ _____	

Please complete this form & attach all receipts and/or invoices to the back of this form (stapled to back is preferred) and place it in the PTO BOX in the front office – in the TREASURER’S Folder or send an e-mail to treasurer@pinoakpto.org. Also, you may request payment directly to Vendors from this form, by attaching approved invoice and completing this form. **Please allow at least 1 week for payments to be processed.** If payment needs to be processed urgently, please contact the Treasurer to advise this is an urgent request or pay the vendor & submit for reimbursement to ensure payment is made timely to vendor.