

John Jay Middle School PTO Funding Request / Reimbursement Form

Getting PTO reimbursement for school-related expenses is a TWO step process.

- 1) Please complete the "Request" portion of this form BEFORE incurring any expenses. AFTER the Request portion of the form has been approved by BOTH the Principal and a PTO Officer, you will receive a copy of the approved form back. At this point, feel comfortable spending as approved.
- 2) Next, complete the "Reimbursement" portion of this form, attach receipts and resubmit to the PTO. The PTO will only reimburse expenses that have been approved and that are supported by actual receipts.

Request

Your Name: _____

Date Submitted: _____ Amount Requested: _____

Reason for Request: _____

Approved by Principal: _____

Approved by PTO Officer: _____

Reimbursement

Date Submitted: _____

Receipts Attached for Reimbursement of \$ _____

Check Payable to: _____

Comments: _____

For Treasurer's Use Only:

Account _____

Check # _____

Dated _____