

2015-2016 Farney PTO

Request for Reimbursement

Make Check Payable to:

Name: _____ Check Amount: _____

Email Address: _____

Reason for Expenditure –

Budget Category – (ex – Staff Appreciation)

Amount – (before taxes)

When check is ready: (circle one)

Hand Deliver

Put in PTO folder

Requested By: _____ Date: _____

PTO Board Member Approval: _____

Treasurer's Use:

Check #: _____ Amount: _____ Date: _____

Once in PTO folder please email Val Morton at celeste.surface@gmail.com.