

Harper PTO
Request to Treasurer for reimbursement or payment of bills

Date of request: _____

Name of person making the request: _____

Your phone number & e-mail address: _____

List item, service, or event: _____

Amount: _____

(Attach documentation, invoice, or receipts you have to document this request)

Make check payable to: _____

Address to mail check to: _____

Check the following category that correctly describes this expense:

- | | |
|---|---|
| <input type="checkbox"/> Bank charge | <input type="checkbox"/> Operating expenses: postage permit |
| <input type="checkbox"/> Hospitality: general | <input type="checkbox"/> Operating expenses: PTO Today membership |
| <input type="checkbox"/> Hospitality: 9 th grade promotion | <input type="checkbox"/> Grant: Frances Fund |
| <input type="checkbox"/> Hospitality: thank you gifts | <input type="checkbox"/> Grant: General Fund: art |
| <input type="checkbox"/> Publications: newsletters (printing) | <input type="checkbox"/> Grant: General Fund: helping hands |
| <input type="checkbox"/> Publications: newsletters (postage) | <input type="checkbox"/> Grant: General Fund: home economics |
| <input type="checkbox"/> Publications: directory (printing) | <input type="checkbox"/> Grant: General Fund: industrial technology |
| <input type="checkbox"/> Publications: directory (postage) | <input type="checkbox"/> Grant: General Fund: music |
| <input type="checkbox"/> Operating expenses: taxes | <input type="checkbox"/> Grant: General Fund: staff development |
| <input type="checkbox"/> Operating expenses: insurance | <input type="checkbox"/> Grant: General Fund: WEB |
| <input type="checkbox"/> Grant: General Fund: other (specify) _____ | |
| <input type="checkbox"/> Other (specify) _____ | |

Notes or comments—if a deadline applies, please indicate when payment is due:

Once you've completed this form and attached appropriate documentation, please place it in the Harper PTO Treasurer's box in the office or give it to the Treasurer at any PTO meeting. Checks will be distributed after each PTO meeting. Let the Treasurer know if you need it sooner. Questions? Please feel free to contact the Treasurer, Madeline Brattesani, at madeline@dcn.org

For Treasurer's use only:

Check number: _____ Hand delivered—date: _____ Mailed—date: _____