

Bellerive Elementary School PTO Check Request Form

Please place this completed form, along with all receipts and supporting paperwork, in the PTO Treasurer's mailbox in the school office.

Submitted by: _____ Date: _____

Phone number or e-mail address: _____

PTO Committee/Budget line item: _____

Pay to: _____

Address: _____

How would you like check returned?

_____ leave in PTO mailbox

_____ send home with my student

_____ mail to me (please attach a self-addressed return envelope)

Please attach receipts for each item. If payment is to a vendor show proof of goods received. List each item separately and state the event to which the expense relates. If amount is >\$500, please attach pre-approval from PTO President.

Event/Item Description	Amount
Total	\$

I certify that the above expenses were incurred on behalf of Bellerive Elementary School PTO in accordance with its budget and by-laws, and with the approval of the PTO Board.

Submitter's signature: _____ Date: _____

----- For PTO Use Only -----

Check Date: _____ Check Amount \$ _____

Check # _____ Initials ____

Check Request Forms are to be used to reimburse expenses incurred by PTO members or volunteers for PTO-related business. Do not put purchases of personal items on the same receipt.

Bellerive PTO is a tax-exempt organization. Use the Tax Exempt Letter whenever possible for making purchases on behalf of the PTO. Sales tax paid will not be reimbursed. You may contact the Treasurer for a copy of this letter.

Check Request Forms must be filled out completely, and must be accompanied by a receipt or other appropriate documentation for the items for which reimbursement is requested.

Check Request Forms with attached receipts must be placed in the PTO Treasurer's mailbox in the school office. This mailbox will be checked weekly and immediately prior to regularly scheduled PTO meetings. If immediate reimbursement is required, please e-mail the Treasurer to make alternative arrangements.

If reimbursement is not requested within 60 days of your event, please consider your expense a donation to the PTO.

All event expenses in excess of the budgeted amount must be approved by the executive board prior to incurring the expenses.

All Check Request Forms must be submitted by the last day of the school year so that the PTO financial books may be closed on June 30th, which is the end of the fiscal year.