

LAKE POINTE ELEMENTARY PTO, Inc.

CHECK REQUEST FORM

Directions:

Use this form if you are requesting reimbursement for expenses. Receipt(s) should be attached to this form. Note that LPE PTO, Inc. does not reimburse sales taxes.

Date:

mm/dd/yy

Funding Approval # (see list on PTO website)

Board Member Signature
(Required for reimbursement)

Requestor:

Name
Address
Telephone
E-mail address

	Item Description	*PTO Line Item	Amount
Items:			
	Total \$		

*If you are not sure what the PTO budget line item is for this purchase, please contact the PTO Treasurer. Also, if your invoice reflects more than one budget line item, please identify each category and the amount that should be applied to each.

Payment:

Payee for Check

(Payee is the supplier or person to whom the check should be written)

Treasurer to complete:

Spanish volunteers to complete for Spanish Expenses Only.

Date Paid	<input style="width: 100%; height: 20px;" type="text"/>
Amount	<input style="width: 100%; height: 20px;" type="text"/>
Check #	<input style="width: 100%; height: 20px;" type="text"/>
Receipt Received	<input style="width: 100%; height: 20px;" type="text"/>

Classroom volunteer reimbursement

Teacher: _____

Grade Level: _____