

# Beattie Elementary PTO Reimbursement Form



**Procedure:**

1. Approvals must be obtained for all **new** purchases.
2. Provide copies of all receipts with this form. On the receipt, indicate the items for reimbursement.
3. Completed forms with receipts may be emailed to [beattieptotreasures@gmail.com](mailto:beattieptotreasures@gmail.com) and [beattiebobcatspto@gmail.com](mailto:beattiebobcatspto@gmail.com). Or left in the PTO drawer in Beattie Office, please email both addresses above to notify it has been dropped off.

*Allow a minimum of 14 days for check processing. Incomplete forms may not be processed.*

<b>Date of Request:</b>		<b>Check Needed By:</b>	
<b>Requester's Name:</b>		<b>Requester's Contact Information:</b>	
<b>Name to appear on check:</b>		<b>Amount:</b>	
<b>Requester</b>	<input type="checkbox"/> PTO/Committee Member	<input type="checkbox"/> Teacher/Staff	
<b>Type</b>	<input type="checkbox"/> New Purchases	<input type="checkbox"/> Reimbursement for Expenses Paid	
<b>Committee/Department/Class:</b>			

## PURCHASE REQUEST

**For new purchases – Describe purpose and provide any supporting documentation:**

## REIMBURSEMENTS

Payor(s)	Expense Type	Amount
<i>Example: Walmart</i>	<i>Glow Sticks</i>	<i>\$10.15</i>
<i>Use additional forms for continuation</i>	<b>Total:</b>	
<b>Requester's Signature:</b> _____		<b>Date:</b> _____

## CHECK APPROVAL

Date Reviewed:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Issued:	Check #:
Notes:	
Treasurer's Signature:	President's Signature: