

Butler PTO Check Request Form/Reimbursement Form

All Butler events have budgets. Please work within your budget for reimbursement. If unsure of budget for your event, please contact PTO Treasurer.
 All Original Invoices or Receipts **MUST** accompany this form for reimbursement. Please leave completed form with receipts attached in the PTO Treasurer's mailbox. This mailbox is located in the office at Butler. For timely reimbursement please provide as much detail as possible and provide at least one week's advanced notice for check to be provided. Thank you. **Contact Jen Emma at jjemma3@gmail.com with questions.**

Date _____

Payee Information

Person Requesting Payment

Name _____

(if other than Payee)

Address _____

Phone _____

Invoice/Receipt Information:

Expense Detail			
Date	Description	Event or Program	Total

Request for Cash Advance

Date Submitted	Amount requested	Date Needed	Event or Program	Total
				\$ -

Subtotal

Is this a Budgeted Expense? (please circle one)

Yes No

Advances

Total

\$ -
\$ -

If this is not in the budget please provide date Board approved Expenditure.

Instructions for Disbursement

Call when check is ready for Pick-up? Yes No
 Put Check in PTO Mailbox? Yes No
 Send Check home with Child? Yes No

For Treasurer's Use Only	
Date Received	_____
Date Paid	_____
Check Number/Cleared	_____ / _____
Amount Paid	_____
PTO Manager/Category	_____ / _____

Child's Name/Teacher Name & Grade _____

Additional Instructions: Please leave completed form in the PTO Treasurer's mailbox. **As second signatures are REQUIRED on all PTO checks, kindly allow 7 days from date of request submission for reimbursement. For auditing purposes DO NOT reimburse yourself from proceeds of event.** Whenever possible please purchase event materials/supplies separately from personal expenses. If event supplies/materials and personal expenses are on the same receipt clearly indicate reimbursable expenses. **Requests for advance payment must also be made at least 1 week prior to date needed.**