

Mountain View Middle School PTO Reimbursement or Check Request

- ❖ Use this form for items on the Mountain View Middle School PTO budget.
- ❖ Requests should be placed in the PTO mailbox in the office.
- ❖ Requests must include attached receipts.

Date: _____

Submitted by: _____

Make check payable to: _____

Mailing address: _____

Phone #: _____

Explanation of Expense:

(Note: If your expense is for a classroom party, please be sure to include the room number with your explanation.)

Total of attached receipts: \$_____ Total being requested: \$_____

Please do not submit reimbursement request without a receipt

Requester's signature: _____

- ❖ If you have any questions, please contact Camille Wenger (mountainviewpto2019@gmail.com)
PTO Treasurer

For PTO use:

Paid date: _____ Check #: _____ EFT#: _____

Total amount paid: \$ _____ Category: _____

Authorized Signature

Date

Authorized Signature (over \$500)

Date