



Budget Class _____
(for PTO only): _____

SAINT TIMOTHY SCHOOL PTO REIMBURSEMENT REQUEST FORM

All Saint Timothy School PTO expenditures must be included in an approved STS PTO budget or individually approved by the STS PTO board and documented in writing to be eligible for reimbursement. Original receipts or invoices must be included with all reimbursement requests. Requests that do not meet these requirements can not be reimbursed.

This section must be fill out by the individual requesting reimbursement.

DATE: _____ INVOICE or RECEIPT #: _____ AMOUNT OF REIMBURSEMENT REQUEST: _____

PURPOSE OF EXPENDITURE
(USE BACK IF NEEDED): _____

MAKE CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

CONTACT PHONE NUMBER: _____ EMAIL: _____

MAIL TO THE ABOVE ADDRESS: _____ PICK UP AT STS OFFICE: _____ SEND HOME (CHILD'S NAME AND CLASS): _____

PAYMENT REQUESTED BY: _____ SIGNED _____

This section to be completed by STS PTO. See Authority Guidelines for signature requirements.

PTO TREASURER ALL SHARON MOYNIHAN _____ SIGNATURE _____ DATE _____

PTO PRESIDENT \$ > \$100 JORDON MANIS _____ SIGNATURE _____ or _____ EMAIL APPROVAL _____

PRINCIPAL \$ > \$500 MICHAEL PRYOR _____ SIGNATURE _____ or _____ EMAIL APPROVAL _____

PASTOR \$ > \$1000 REV. DAVID MENG _____ SIGNATURE _____ or _____ EMAIL APPROVAL _____

TOTAL AMOUNT REQUESTED: _____

*All email approvals must be attached to this reimbursement request form