



# St. Lawrence PTO

## Request for Reimbursement

2011/2012 School Year

1. All requests require approval prior to making a purchase, excluding any current PTO funding policy; such as annual Teacher Reimbursements. Requests should be directed to the PTO President, Don Hozeska, via email, by phone or in-person. Don will bring all requests to the PTO Board for discussion. If you are unsure as to whether or not your request requires approval, please contact Don.
2. Once a purchase is made following approval, this Request for Reimbursement form should be completed and submitted to PTO via the PTO Mailbox in the school office.
3. All payments will be distributed twice a month – on the **15<sup>th</sup> and final day of each month**. Special circumstances that require delivery of funds earlier than the aforementioned dates will be addressed on a case-by-case basis.
4. Checks will be delivered to the Requester based on the method selected at the bottom of this form.

### Request Details

Requested By: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Request Date: \_\_\_\_\_

Date	Location of Purchase	Description	Amount
<b>Total</b>			

Check Payable To: \_\_\_\_\_

**Check Delivery Method:**

- School Office       Send Home via Child       Mail to Home       Other (use "Details" section)

Child's Name: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Details: \_\_\_\_\_