



Inspiration Mountain PTO Reimbursement/Request for Funds

Requested by: _____ Date: _____
 Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Reimbursement Category: Please put a description of what you purchased and line item totals in the second column. Then total all individual line items by category and then total all categories.		Total Amount
Fundraising: <input type="checkbox"/> Read A Thon: _____ \$ _____ <input type="checkbox"/> Grams (valentine, holiday, etc) _____ \$ _____ <input type="checkbox"/> Spiritwear: _____ \$ _____ <input type="checkbox"/> Kinder Breakfast: _____ \$ _____ <input type="checkbox"/> Other: _____ \$ _____		\$
Membership: <input type="checkbox"/> Family: _____ \$ _____ <input type="checkbox"/> Business: _____ \$ _____ <input type="checkbox"/> Teacher: _____ \$ _____ <input type="checkbox"/> Staff: _____ \$ _____		\$
Family Fun: <input type="checkbox"/> Bingo: _____ \$ _____ <input type="checkbox"/> Movie Knight: _____ \$ _____ <input type="checkbox"/> 6 th Grade Graduation: _____ \$ _____ <input type="checkbox"/> Other (list event): _____ \$ _____		\$
Staff Appreciation: <input type="checkbox"/> Appreciation (Week, Conference, etc) _____ \$ _____ <input type="checkbox"/> Teacher Grant: _____ \$ _____ <input type="checkbox"/> Class Subscription: _____ \$ _____ <input type="checkbox"/> Appreciation Days: _____ \$ _____ <input type="checkbox"/> Library Books: _____ \$ _____ <input type="checkbox"/> School Enhancements: _____ \$ _____ <input type="checkbox"/> Maker Space: _____ \$ _____		\$
PTO Admin: <input type="checkbox"/> Start Up Supplies: _____ \$ _____ <input type="checkbox"/> Office Supplies: _____ \$ _____ <input type="checkbox"/> Other: _____ \$ _____		\$
Total Spend		\$

Details of Request:

Invoice #: _____ Amount: \$ _____ , _____ . _____

Signature _____

Make Check Payable To (if different than requested by): _____

****Receipts must be attached****

Included in Annual Budget or Approved at Meeting

Meeting Date _____

***** Treasurer Use Only *****

Check # _____ Amount \$ _____ Date Issued _____

Treasurer Signature _____

Audited by Signature _____