

## BARNWELL ELEMENTARY PTO REIMBURSEMENT REQUEST

<b>DATE:</b>	
<b>Requested By:</b>	

**\*\*\*STAPLE all receipts to the back of this form.\*\*\***

Budget Item/Category:	Amount:
<b>TOTAL Requested Amount:</b>	

**Make payable to:** \_\_\_\_\_

*Delivery Method:*

- Send Home with my child.
  - Name: \_\_\_\_\_
  - Grade: \_\_\_\_\_
  - Teacher: \_\_\_\_\_
  
- Mail to address on Invoice.
- Place in PTO mailbox at school labeled: \_\_\_\_\_
- Other: \_\_\_\_\_

<b>Requestor's Signature:</b>	
<b>VP Approval Signature:</b>	
<b>President's Approval Signature:</b>	

\*2 Signatures (including a President) are required for amounts over \$200.00

<b>Date Issued:</b>	
<b>Payment Method:</b>	
<b>Check #:</b>	
<b>Treasurer's Signature:</b>	

Note: Payments will be issued as timely as possible. Please notify Megan Gann when a request has been placed in the treasurer's box or if you have any questions. (706) 372-5652, [megantgann@gmail.com](mailto:megantgann@gmail.com) or [treasurer@barnwellpto.org](mailto:treasurer@barnwellpto.org).