



# Pinnacle Peak Preparatory School PTO

## Classroom Funds Check Request

(For Room Parents use only)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Payable to: \_\_\_\_\_ Amount: \_\_\_\_\_

Description or Name of Activity	Amount
	\$
	\$
	\$
<b>TOTAL AMOUNT</b>	<b>\$</b>

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Receipts and signatures are required for reimbursement.\*\***

*Check will not be written without both signatures.*

*Please attach receipts.*

**Double Check:** Was this a grade level Core Knowledge Event? If so, please use a PTO Check Request Form and submit the reimbursement request to PTO Treasurer. If Core Knowledge Funds do not cover the full expense, you may submit this form for the DIFFERENCE ONLY.

**Questions?** Maggie Gibbs, Room Parent Coordinator

[pppsroomparent@gmail.com](mailto:pppsroomparent@gmail.com)



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