



## PPPS PTO Check Request Form

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

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

### Please select one:

☐ PTO Individual Teacher Fund

☐ PTO Core Knowledge Funds:

- # of students: \_\_\_\_\_ X \$7/student = \$ \_\_\_\_\_

Maximum Yearly  
Reimbursement  
Amount

- Grade: \_\_\_\_\_ Event/Party: \_\_\_\_\_

☐ PTO Program: \_\_\_\_\_

☐ PTO Committee/Event: \_\_\_\_\_

☐ Other: \_\_\_\_\_

**Requested Amount: \$** \_\_\_\_\_

*\*Please attach receipts or record of online transactions.*

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

*(if it is someone other than the requestor)*

Requestor Signature: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

*\*All requests (other than teacher funds) must have an approval signature.*

### Questions?

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2024-2025 Co-Treasurers  
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## Instructions for PTO Check Request Form

1. Fill out the information section at the top with your name, date and email address.

2. Please select the reimbursement reason:

- **Individual Teacher Fund:** Teachers only
- **Core Knowledge Funds:** Reimbursement amount will not exceed \$7 per student for the entire school year. If more than 1 event is planned, check with treasurer for your remaining funds balance before submitting.
- **PTO Program:** examples include Art Masterpiece, Birthday Book Club, Community Service, Field Day, Middle School Support, Playground Equipment, SOAR, School Improvement, Teacher Appreciation, etc.
- **PTO Committee/Event:** committee examples include Read-a-thon, Square 1 Art, Trunk-or-Treat, Turkey Trot, Yearbook, etc.
- **Other:** please describe what this request is for or the PTO budget line item this reimbursement falls under.

3. Write in the requested amount and who the check should be payable to (if it is someone other than yourself). Please attach receipts or printed record of online transaction.

4. Sign and obtain the approval signature listed below:

- **Teacher Fund:** No approval signature needed
- **Core Knowledge Funds:** Classroom teacher or grade level teacher if requestor is a parent
- **PTO Program:** PTO Treasurer or PTO President
- **PTO Committee/Event:** Committee Chair if not the requestor
- **Other:** Please ask PTO Treasurer if another signature is needed.

**Your check will be ready within 2 weeks of submission and can be picked up from the front office.**