

Bailey Middle PTSO Check Request Form 2021-22

1. Reimbursement requests should be made within 30 days after the costs are incurred.
2. Whenever possible the PTSO should pay the vendor directly instead of reimbursing volunteers. Plan ahead.
3. Place request in the PTSO mailbox. Must include original receipts or invoices and must be signed by a Board member.
4. Reimbursement usually occurs within a week of receipt. Please email the Treasurer if it is time sensitive. If you have any questions, please contact Sabrina Huffman, Treasurer, at 704-307-5528 or at sabrina.shaver@cms.k12.nc.us

Date: _____ Total Amount Requested: \$ _____

Payable To: _____

Mail Address / PTSO Folder / Mailbox: _____

Signature (Required) _____
 (Teachers, have the Principal sign your request. Everyone else have Committee Chair sign.)

PTSO President/VP _____

Budget Allocation

(This section must be completed; up to three budget categories per request)

Budget Category (see list) _____

Description _____ Amount \$ _____

Budget Category (see list) _____

Description _____ Amount \$ _____

Budget Category (see list) _____

Description _____ Amount \$ _____

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> ● Academic Support - Principal ● ACE <ul style="list-style-type: none"> - Grade Level (one per line) - Diamond ● Advocacy (School Mates) ● Arts (Drama, Dance, Chorus, Art) ● Band / Orchestra ● Beautification ● Building Equipment ● Campus Beautification Project ● Character Education ● Classroom / Teacher Support ● Communication (Newsletter, Constant Contact) ● Corporate Sponsor | <ul style="list-style-type: none"> ● Counselors/Student Support ● CTE ● EC ● Fall Fundraiser ● Family Involvement <ul style="list-style-type: none"> - Back to School Picnic - International Night - Take Your Family to School Wk ● Foreign Language ● Health Room ● Honor Roll ● Leader in Me ● Media Center ● Membership (Nat. and State Dues) ● PE / Health Instructors | <ul style="list-style-type: none"> ● PTSO Administration (supplies, copies, postage, council dues, insur.) ● School Spirit (Ambassadors, Student Council, Dances) ● School Supplies (agendas, locks) ● Staff Appreciation <ul style="list-style-type: none"> - PTSO - Administration Activities (Black History, Financial Literacy, Veteran's Day) ● Student Activities <ul style="list-style-type: none"> - Celebrations (specify grade) ● Student Store (t-shirts, novels, etc.) ● Spring Fundraiser ● Technology (ipads, chromebooks, computers, training, installation) ● Volunteers (incl. proctors) |
|---|---|---|

Treasurer to Complete		
Check Number:	Original Receipts Located:	Date Paid: