



Shining Brighter Every Day

Mt Horeb PTO Financial Request Form

CHANGE FROM PRIOR YEARS: To facilitate timely reimbursements and appropriate budget tracking, Committee Chairs are to accumulate reimbursement requests and submit all requests at one time for their event.

| | |
|--|--------------------------|
| Name of Requestor: | Request Date: _/_/___ |
| Description of Expense (use back if needed): | Amount: |
| Related PTO budget line: | |
| Pay-To Name and Address to Send Payment: | |

Please attach all receipts and return to the mailbox of the PTO Treasurer (Toni-Ann Feeney) in the Mt. Horeb main office. All forms must be completed in their entirety for reimbursement/payment to be made.

No payments will be made under a contract unless the contract is co-signed by a PTO Co-President (Darby Finkelstein or Darlene Carter).



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Requests must be submitted within 30 DAYS of your event, unless PRIOR request for an extension is made for a reasonable and unavoidable delay.