



Elm Creek Elementary Parent Teacher
Organization (ECE PTO)
Payment/Reimbursement of Funds Form

The PTO Treasurer and/or the PTO Board with PTO Treasurer approval will make ALL online purchases (Amazon, Lakeshore Learning, Discount School Supplies, etc.)

Today's Date: _____ Fund Requestor's Name: _____

Fund Requestor's Email Address: _____

Expense Budget Category (Please check all that apply)

- | | | |
|--|--|---|
| ☐ 5th Grade Celebration | ☐ Family Event /Dance | ☐ PBIS |
| ☐ Camp Baldwin | ☐ Field Days | ☐ Pumpkin Run |
| ☐ D.A.R.E. Shirts | ☐ Fun Run Stipend | ☐ Scholastic Book Fair |
| ☐ Eastman Nature Center | ☐ Harvest Bingo | ☐ Volunteer Appreciation |
| ☐ EC Patrols | ☐ Holiday Shop | ☐ Other: _____ |
| ☐ Enrichment Room | ☐ Kindness Retreat | |

Expense Details

Date	Description	Cost
		\$
		\$
		\$
Total >		\$

Payee Information

Make Check Payable to: _____

Email Address: _____

Phone Number: _____

- Please provide a COPY of the original receipt(s)/invoice(s).
- Submit completed form(s) to ECE PTO Treasurer in PTO Treasurer mailbox in mail room or via email, treasurer@ecepto.org
- Please allow up to 14 business days to process your request.

Approved by (PTO Board Member)

Date

Treasurer use only:

Date: _____ Check #: _____ Amount: \$ _____