



**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)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 5th Grade Celebration | <input type="checkbox"/> Enrichment Room  | <input type="checkbox"/> PBIS                   |
| <input type="checkbox"/> Apex Teacher Stipend  | <input type="checkbox"/> Family Fun Event | <input type="checkbox"/> Pumpkin Run            |
| <input type="checkbox"/> Camp Baldwin          | <input type="checkbox"/> Field Days       | <input type="checkbox"/> Scholastic Book Fair   |
| <input type="checkbox"/> D.A.R.E. Shirts       | <input type="checkbox"/> Harvest Bingo    | <input type="checkbox"/> Teacher Stipends       |
| <input type="checkbox"/> Eastman Nature Center | <input type="checkbox"/> Holiday Shoppe   | <input type="checkbox"/> Volunteer Appreciation |
| <input type="checkbox"/> EC Patrols            | <input type="checkbox"/> Kindness Retreat | <input type="checkbox"/> Other: _____           |

**Expense Details**

Date	Description	Cost
		\$
		\$
		\$
<b>Total &gt;</b>		\$

**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](mailto:treasurer@ecepto.org)
- Please allow up to 14 business days to process your request.

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\_\_\_\_\_  
Approved by (PTO Board Member)

\_\_\_\_\_  
Date

Treasurer use only:

Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_