



**Elm Creek Elementary Parent Teacher  
Organization (ECE PTO)  
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 Category (Please check all that apply)**

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

**Expense Details**

Date	Description of Expense	Total Cost
		\$
		\$

**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, [treasurer@ecepto.org](mailto: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: \$ \_\_\_\_\_