



JFK PTO

Check Request/Reimbursement Form

Check Request or Reimbursement (circle one)

Requesting Person Information

Name Email
 Phone #

Check Amount Information

Date Submitted: Receipt Attached** Invoice Attached**

Amount of Check: ** Note: NO monies will be distributed without receipts or invoices

Check Payable to: Address (if mailing ck):

Description of Event/Project:

PTO Budget Category

Please break down expenses by category and attach all receipts or invoices

Community Outreach

- JFK Cares
- Scholarships
- SEF Spelling Bee
- SHS Grad Party
- Sunshine Fund
- Teacher Grants
- Other: _____

Cultural Arts

- Other: _____

Field Trips

- 6th Grade Advisory Trip
- 8th Grade Advisory Trip
- 6th Grade Field Trip
- 7th Grade Field Trip
- 8th Grade Field Trip
- Drama Club
- Peer Advocate Bus
- Other: _____

Fundraisers

- Box Tops
- Butter Braids/Cookie Dough
- Chocolates
- Craft Fair
- Fall Book Fair
- Fall Fundraiser
- Flowers
- KCP / Scrip
- New Britain Rock Cats
- Spring Book Fair
- Winter Book Fair
- Yankee Candle
- Other: _____

Hospitality

- 5th Grade Parent Orientation
- Open House
- Teacher Appreciation Lunch
- Welcome Back Lunch
- Young Authors
- Other: _____

One-Time Approved Expenses

- Other: _____

PTO Expenses

- President's Fund
- PTO Insurance
- PTO Supplies
- Other: _____

School Spirit Expenses

- School Spirit Wear
- Other: _____

Approved by (President or Vice-Pres): Date:

Approved by (Treasurer): Date:

For Treasurer's Use Only

Check #	<input type="text"/>	Date	<input type="text"/>	Payee	<input type="text"/>	Amount	<input type="text"/>
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