

Derynoski Elementary PTO Reimbursement Request

Your Name _____ Phone # _____

Date Submitted _____

Check Payable to _____

Child's Name and Teacher _____

Event/ Project _____ Amount \$ _____

PTO Budget Category, please break down expense by category, and attach all receipts. Please note **,NO MONIES** will be reimbursed without receipts.

All checks written to an individual shall require written approval with the signature of two of the officers on the executive board, regardless of amount. Neither signature may be that of the person requesting the funds. Checks written to a corporation or business shall require this written approval only when the check is for more than \$500.

_____ INVOICE ATTACHED

_____ RECEIPT ATTACHED

_____ Apple Harvest	_____ Field Day K-4	_____ School Planners (3rd, 4th, 5th)
_____ Before School Teacher's Luncheon	_____ Gifts to Individuals	_____ Earmarked Fund Expenditure
_____ BooHoo Breakfast	_____ Guest Reader Day	_____ All Knight Grad Party
_____ Book Fair Decorations/ Set up	_____ Hospitality Fund	_____ Supplies
_____ Character Counts	_____ Membership Incentive	_____ Teacher's Appreciation
_____ Cultural Arts	_____ Minimum Checking balance	_____ Treasurer's Audit
_____ Derynoski Cares	_____ Nature center/ Courtyard	_____ Unified Sports
_____ Essay Contest	_____ Overdraft fees/ charge backs	_____ Welcome Picnic
_____ Fundraising Expenses	_____ Playground/ Recess	_____ Yearbook - 5th graders
_____ Field Trip Buses	_____ Principal's fund	_____ 3rd Grade Pumpkins
_____ Field Trip Misc	_____ President's fund	_____ Young Authors
_____ 5th Grade game night	_____ PTO Insurance	_____ Janitorial Fees
_____ 5th Grade field day	_____ Scholarships 2017-18	_____ Other - _____
_____ STAFF Fund	_____ Southington Education Foundation	
_____ Kindergarten Registration	_____ Fundraiser Payment to vendor	

Approved by (Executive Board Officer) _____ Date _____

Approved by (Executive Board Officer) _____ Date _____

For Treasurer's Use Only Check # _____ Dated _____ Payee _____