

**HARDY SCHOOL PTO
PARENT/STAFF REIMBURSEMENT FORM AND VENDOR CHECK REQUEST**

School Year 2016-2017

Form Revised 9/13/16

Note: Checks will be cut weekly and returned to the PTO mailbox (or distributed as otherwise requested) every Friday. To receive a check on any given Friday, a COMPLETED and APPROVED check request must be received by 5:00 pm by the Treasurer on the previous Monday. Requests should be left in the PTO mailbox in the Hardy School Office.

1.) FUNDING INFORMATION

Date of Request (due within 30 days of expenditure): _____

Amount of Request: _____

Event/Activity: _____

Reason for Expense/Additional Explanation: _____

Person Requesting Funds: _____

Email of Person Requesting Funds: _____

2.) DOCUMENTATION (Please Attach)

Receipts or other documentation must be submitted with request. If the check is being requested in advance of the purchase, please attach an explanation and invoice.

3.) APPROVAL : All funding requests must be approved by PTO President and Treasurer at least 10 days prior to spending.

Has this expenditure been approved by the PTO as part of the annual budget? Yes No

Does this expenditure exceed annual allotted budget? Yes No

Has the PTO President and Treasurer approved this expense? Yes No

4.) CHECK INFORMATION : Check will be returned to the Hardy School PTO Box unless otherwise requested.

Make Check Payable To: _____

Address-if to be mailed: _____

Phone Number: _____

Email: _____

Treasurer tracking information (to be completed by PTO treasurer)

Date Received: _____ Category: _____

Date Paid _____ Check # _____

Amount paid: \$ _____ Check written by: _____