



REQUEST FOR SJS PTO FUNDS

1. Complete form and attach supporting documentation (original receipts, invoice, e-mails, etc.)
2. Obtain required signatures and forward to PTO Treasury (folder at front office) AND send an e-mail to SJSPTOTreasury@gmail.com alerting PTO Treasury team of reimbursement request.
3. Allow up to 10 days for checks of \$250 or less.
4. Allow additional time for checks over \$250.

PLEASE SUBMIT RECEIPTS WITHIN *60 DAYS* AFTER EVENT FOR REIMBURSEMENT.

ALL RECEIPTS BEYOND 60 DAYS ARE CONSIDERED A DONATION TO THE SCHOOL AND YOU WILL RECEIVE A DONATION FORM IF REQUESTED. JUNE RECEIPTS MUST BE TURNED IN BY **JUNE 30TH**.

ADVANCE FUNDS: Advance funds require submission of original receipts after use. Any remaining advance funds should be reimbursed with a check made payable to **St. Joseph PTO**. Follow-up by PTO Treasury will occur within 30 days of advance.

Date of Request: _____ Date Needed: _____

Requestor's Signature: _____

Requestor's Phone Number: _____ Email address: _____

Type of Request: Please check:

- _____ Advance Funds (rarely used)
- _____ Reimbursement
- _____ Payment to Vendor

<input type="checkbox"/> Mail check to address below <input type="checkbox"/> I will pick up check from front office

Payable to: _____

Mail/Return Check to: _____

Amount: _____

Purpose: _____

Charge to: _____

*Please indicate event/category for expenses to be charged. If expenses are to be charged to more than one category, please indicate the exact amount to be charged to each category. Please indicate the Traditional Accounts when applicable.

*****For Class/Grade Funds Only: 3 signatures required for Reimbursement*****

I have verified that there are grade funds available to cover this request.

Class/Grade Funds Coordinator: _____

Class/Grade Teacher #1: _____

Class/Grade Teacher #2: _____

**Teachers must approve all class/grade funds for use. If you have questions regarding approvals, please contact the PTO Treasury team at SJSPTOTreasury@gmail.com.

PTO Treasury Team 2017-2019:

Michael McFarlane

Erin Hastick

Revised 11/2017