

Hardy School PTO
Parent/Staff Reimbursement Form and Vendor Check Request

School Year 2018/19

Form Revised 8/29/18

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 15 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 of what the funds will be used for and provide an invoice if possible. If an invoice is not available at this time, it **MUST** be submitted to Treasurer when it is available.

3.) Approval-all funding requests must be approved by the event coordinator. Outline of costs MUST be submitted. If costs exceed annual budgeted amount written approval will need to be provided by PTO Treasurer and PTO President prior to spending at least 10 days in advance.

Has this expenditure been approved by the PTO as part of the annual budget? Y/N _____

Name of Person with authority to approve request: _____

Signature of Approver: _____

4.) Check Information (Faculty checks will be distributed to individual boxes by default. Other checks 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: _____

\$ _____