



# Kingsley Junior High Cavaliers

303 Kingsley | Normal, IL 61761 | (309) 452-4461

## APPLICATION FOR PTO REIMBURSEMENT

To receive reimbursement for PTO expenses:

### Budgeted Items:

- Complete the form below
- Attach original receipt(s)
- Place in PTO mailbox in staff workroom or deliver to PTO Treasurer

### Non-Budgeted Items (to request funds):

- Complete a "Request for Kingsley PTO Funds" form
- Deliver one copy to Dr. Mehall and one copy to PTO mailbox in staff workroom
- The request will be presented to the board at the next monthly PTO meeting. If request is approved, please follow instructions for "Budgeted Items" above to receive reimbursement.

Amount Requested	Brief Description of Expense:
\$	

### Expense should be charged to the following budget line:

- Assembly Expense
- Communications Expense
- Concession Expense: Group
- Concession Expense: Product
- Gifts Given
- Girl Scout Award Program
- Hospitality Expense
- PBIS Expense
- Raffle Expense
- Special Events, Multicultural Expense
- Spirit Expense
- Supplies
- Wish Lists
- Miscellaneous (please specify: \_\_\_\_\_)

Requestor's Signature \_\_\_\_\_

Print Requestor's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Approved by \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_