

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 .
- The request will be presented to theh board at the next monthly PTO meeting. If the 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 category:

- _____ Assemblies
- _____ Communications
- _____ Concession—Product
- _____ Hospitality
- _____ PBIS Expense
- _____ Special Events—Multicultural
- _____ Spirit Wear
- _____ Supplies
- _____ Team Parents
- _____ Wish List

Requestor's Signature _____

Print Requestor's Name _____

Address _____

Phone # _____ **Approved by** _____ **Check #** _____ **Date** _____

** Kingsley PTO is a 501(c) 3 organization. We are tax-exempt by the state of Illinois and we do not have to pay sales tax. We will NOT reimburse for sales tax paid.

Questions? Please contact Amy Randazzo (663-6086) PTO Treasurer