FHS PTO Expense Form

(See bottom of page for directions/notes on submitting reimbursement requests)

Name:_____ Date: _____/_____ /_____

Address:_____ Phone: ____-_____- _____

Make Check Payable To:_____ Amount $_____

Would you like the check mailed? _____ Yes _____ No If no, contact the treasurer to pick up.

Committee incurring expense: _____

Is this expense a reimbursement _____ or a payment to a vendor _____ ?

Purpose of expenditure?

_____

_____

_____

Description of the items purchased:

_____

_____

_____

Attach all supporting documentation, such as a price quote, contract, email, invoices, etc.

Were there any discounts or donations given in conjunction with this expense? (If so, please note amount here. $_____)

Expense Directions/Notes:

1) *Staple receipts to this form (receipts should total the amount of reimbursement request).*
2) *Staple expense preapproval to this request (emails, contracts, or other directives).*
3) *Place this form (with receipts and copy of preapproval form) in an envelope and deliver to the treasurer as soon as possible.*
4) *PTO **<u>will not</u>** reimburse or pay sales tax.*

_____/_____/_____	_____	_____	_____/_____/_____
Date Received	Treasurer Signature	Check Number	Date of Check

Check Amount _____