

COVID-19 Restrictions

To minimize touch points, please complete this form, scan your paperwork and/or receipts and email them to johnholeptotreasurer@gmail.com.

Dr. John Hole PTO

Miscellaneous Charge

utilize this form when using a PTO debit card. **Receipt(s) or bill(s) must be attached.**

Your Name _____ Phone _____

Date Submitted _____

Project/Category _____ Amount\$ _____

Reason for Charge _____

- Included in annual budget
- Approved at meeting **must have PTO Officer approval signature below**

RECEIPT(S) OR BILL(S) TOTALING THE AMOUNT OF CHARGE MUST BE ATTACHED.

Approved by PTO Officer _____ Date _____

For treasurer's use only

Appeared on Bank Statement _____ Dated _____ Logged _____