

# WITHDRAWL/REIMBURSEMENT FORM

## NORD PTO 2020-2021

For timely and accurate withdraws/reimbursements, please fill out the form correctly and completely! Please contact me with any questions or concerns! Thank you!

**Darcie Parsons, Treasurer**  
440-667-5202

**Event/Committee:** Please **circle only one** category. Please fill out a form for **EACH** category in order to keep financial records straight.

<b>Principal Fund</b>	<b>Staff Appreciation</b>	<b>PBIS/Character Ed</b>	<b>End of Testing Reward</b>
<b>Field Day</b>	<b>Red Ribbon Week</b>	<b>Right to Read/Author</b>	<b>Playground</b>
<b>Teacher - Field Trip</b>	<b>Misc.</b>		

**Detailed Explanation of Expenditure:**

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**Total Amount Due:** \_\_\_\_\_

**Make Check(s) Payable to:** \_\_\_\_\_

**Check should be sent/given to:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Requestor's Signature:** \_\_\_\_\_

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**Treasurer Records Only:**

CK #: \_\_\_\_\_

Date: \_\_\_\_\_