

# Clay Middle School PTO Expense Reimbursement Form

*Please attach invoice, receipts, etc. to this request form.  
Reminder Sales Tax will not be reimbursed.*

Date: \_\_\_\_\_ Amount of Check Request: \$ \_\_\_\_\_

Requested By: \_\_\_\_\_ Make Payable to: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Reimbursement: \_\_\_\_\_

## **PTO Category**

*Please check one category for PTO tracking purposes.*

### **School/Curriculum Expenses:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> After School Club           | <input type="checkbox"/> 5th Grade Transition | <input type="checkbox"/> Prof. Development |
| <input type="checkbox"/> After School Study Hall     | <input type="checkbox"/> Grant Money          | <input type="checkbox"/> Science           |
| <input type="checkbox"/> Art Education               | <input type="checkbox"/> Guidance             | <input type="checkbox"/> Social Studies    |
| <input type="checkbox"/> Athletic Director           | <input type="checkbox"/> Journalism           | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Assistant Principal (Smith) | <input type="checkbox"/> Language Arts        | <input type="checkbox"/> Supply Closet     |
| <input type="checkbox"/> Assistant Principal (Cole)  | <input type="checkbox"/> Math                 | <input type="checkbox"/> Technology Ed     |
| <input type="checkbox"/> AVID                        | <input type="checkbox"/> Media Center         | <input type="checkbox"/> Wellness          |
| <input type="checkbox"/> Digital Learning            | <input type="checkbox"/> Music                | <input type="checkbox"/> World Language    |
|  | <input type="checkbox"/> Principal (Crosby)   |  |

### **Team Expenses:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 6th - Avengers | <input type="checkbox"/> 7th - Apollo   | <input type="checkbox"/> 8th - Legends         |
| <input type="checkbox"/> 6th - Justice  | <input type="checkbox"/> 7th - Atlas    | <input type="checkbox"/> 8th - Revolutionaries |
| <input type="checkbox"/> 6th - Titans   | <input type="checkbox"/> 7th - Poseidon | <input type="checkbox"/> 8th - Visionaries     |

### **PTO/Parent Volunteer Expenses:**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> CCE Foundation | <input type="checkbox"/> 8th Grade Dance   | <input type="checkbox"/> Leadership Breakfast | <input type="checkbox"/> Staff Appreciation  |
| <input type="checkbox"/> Clay Challenge | <input type="checkbox"/> 8th Grade Art Awd | <input type="checkbox"/> Professional Fees    | <input type="checkbox"/> Student Support     |
| <input type="checkbox"/> CHS Grad Fest  | <input type="checkbox"/> Hospitality       | <input type="checkbox"/> PTO Misc. Expense    | <input type="checkbox"/> Supply Closet       |
| <input type="checkbox"/> Other: _____   |  |   | <input type="checkbox"/> Technology/Software |

**All reimbursement checks will be mailed to Clay Middle School,  
if you need to make other arrangements, please contact the PTO Treasurer.**

If you have any questions, please feel free to email the PTO Treasurer at  
**ClayPTOtreasurer@gmail.com.**

Thank you for your continued support of Clay Middle School!

PTO Treasurer Use:

PTO Category: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Quickbooks: \_\_\_\_\_ Email: \_\_\_\_\_