



NORTH GLENDALE PARENT TEACHER ORGANIZATION MONEY REQUEST FORM

The purpose of this form is to request cash box funds, reimbursements, or checks made payable to vendors.

In order to expedite your request for reimbursement, please complete this form and place in the PTO Treasurer's mail box in the school lobby.

Sales tax will NOT be reimbursed. Please make sure to take a copy of the tax exempt certificate with you when making your purchases.

Please understand that reimbursements can never be taken directly out of the profit from an event. For tax purposes, records of all reimbursements including receipts must be maintained.

Event Information

Event/Committee Title: _____
Event Date: _____
Event/Committee Chair: _____
Chair's Email Address and Phone Number: _____

Purpose of Request

I am requesting (check one):

Cash Box Money—The treasurer assumes funds are needed 24 hours prior to the event listed above, unless otherwise indicated. If necessary, please indicate specific money amounts needed below.

Miscellaneous change: _____
Ones: _____ Fives: _____ Tens: _____ Twenties: _____
Total Amount: _____

Reimbursement Check—Please attach all receipts.

Check Payable To: _____
Mailing Address: _____
Amount of Check: _____
How Were These Funds Used? _____

Check Payable to Vendor—Please allow 5 days turnaround time. Receipt or invoice must be submitted to treasurer upon purchase.

Check Payable To: _____
Mailing Address: _____
Amount of Check: _____
How Were These Funds Used? _____

For Treasurer's Use

Date Paid: _____ Check Number: _____ Amount: _____