

## 2019-2020 Brighton High School PTO Funding and Reimbursement Request

The following **MUST** be filled out to request monies or reimbursement. Submit to a PTO Board member or place in PTO mailbox.

<b>Date of Request:</b>	<b>Type of Request: Funding or Reimbursement</b>
<b>Requestor Name:</b>	<b>Current Club? Yes No Other _____</b>
<b>Requestor Email:</b>	<b>Club Sponsor:</b>
<b>PTO Committee:</b>	<b>Sponsor E-mail:</b>
<b>Amount Requested:</b>	<b>Receipt Attached? Yes No Other</b>
<p><b>Description of reimbursment request, including figures, quotes, and supporting details. We hold meetings once per month, so please let us know if you need a decision by a certain date.</b></p>	

<b>PTO Treasurer Information</b>	<b>Date Request Received:</b>
<b>Funds in club acct at BHS? Yes No \$</b>	<b>Email to Requestor? Yes No Date:</b>
<b>All supporting material attached? Yes No</b>	<b>Notes:</b>
<b>Board Approval? Yes No N/A Date:</b>	
<b>Check Number:                      Date:</b>	
<b>Check Written to:</b>	
<b>Budget Line Item Number:</b>	
<b>Budget Category:</b>	

Questions? Please email Hilary Feister-Bell at [ahbell@sbcglobal.net](mailto:ahbell@sbcglobal.net)