

South Davis PTO Form 4 – Teacher/Staff Payment/Reimbursement Request

Your request for payment of an invoice and/or reimbursement of an expense will be given consideration at the PTO meeting following your submission and subsequent approval by PTO leadership. Please keep this timeline in mind when submitting your requests. *Don't forget to use the tax-exempt form for your purchases!*

Requested By: _____ Classroom no.: _____

Email address: _____

Grade, Event and/or Budget Category: _____

Amount: _____ Date needed (if applicable): _____

Explanation (please attach additional sheets as necessary)

Your Signature: _____

Reimbursement check payable to: _____

Address: _____

Submit this completed, signed form with receipts and/or invoice

***Attn: Natalie Joseph
via email to nat626@hotmail.com
or the PTO mailbox in the South Davis Main office.
Questions: Contact Natalie (716) 725-1401 or nat626@hotmail.com.***

Approval:

PTO Leadership: _____

For Treasurer Use Only:

Check No. _____ ***Check Amt*** _____ ***Check Date*** _____

Entered into Finance Manager: Yes ***Checkbook register:*** Yes

Approved (signature) _____ ***Date:*** _____
