

# Windom Elementary PTO – Request for Reimbursement/Request for Funds



***To request reimbursement for funds, please complete the following:***

Requested By: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Date: \_\_\_\_\_ (If applies) Room No.: \_\_\_\_\_ Grade: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Amount: \_\_\_\_\_ Date Needed: \_\_\_\_\_

- ☐ Send check to vendor
- ☐ Send check to classroom
- ☐ Send check to home address

☐ Bank Card Used

Event: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

***Please staple receipts to the back of this voucher and submit to:  
Windom Elementary PTO Treasurer***

***Attn: Kevin Dash***

***Questions: Call 913-8720; or E-mail [kdashwindompto@yahoo.com](mailto:kdashwindompto@yahoo.com)***

***\*All requests MUST be received by the treasurer no later than June  
30<sup>th</sup> and cannot be more than 12 months old\****

***For PTO Treasurer Use Only:***

***Check Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Amount: \_\_\_\_\_***

***Bank Card Used: \_\_\_\_\_ Amount: \_\_\_\_\_***

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

***Approved (signature) \_\_\_\_\_***