



Maricopa Unified School District

Parent Support Group and Booster Club Operations Manual

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Welcome Letter to Parent Support Groups and Booster Clubs

Some of the strongest school support comes from parents or organizations having strong interest in specific student groups or school activities. These organizations are encouraged to support their activities whenever possible under the law and guidelines of the District.

Parent support organization groups contribute to the success of Maricopa Unified School District and can also provide the opportunity for parents and other community members to engage in fundraising activities for their local school.

With clear guidelines in place, a parent support organization can avoid conflicts and violations of law, provide direction to parents and staff, and ensure the District policy is being followed.

Parent support organizations must follow specific Internal Revenue Service (IRS) guidelines.

This manual is designed to answer questions, be a guide and resource for parent support organizations and make available training to staff on the rules and regulations of parent support organizations. This procedures manual contains helpful hints for establishing a parent support organization. This information does not constitute as the District rendering tax or legal advice. It is recommended that all parent support organizations consider consulting a legal or tax professional with questions that may arise during the course of business.

Maricopa Unified School District will approve a parent support group organization only when it operates in compliance with Board policies and this operation manual. Only an approved parent support group organization may access and utilize District facilities in accordance with District Policy. In order to remain approved, an organization must conduct its activities in a manner consistent with the goals, mission, philosophy, policies and operating procedures of the District.

Definitions

Parent Support Group Organization

For the purposes of this operating manual, the term parent support group organization is used to define District Foundations, Parent Teacher Organizations (PTO), Parent Teacher Associations (PTA) and Booster Groups.

District Foundation

A group of parents and/or community members who are organized to support all efforts of the District. The foundation does not support an individual program, rather supports a district-wide effort, which benefits the entire school community.

Parent Teacher Organization

A group of parents and/or community members who are organized to support a school-wide effort and are not organized for an individual sport, activity, class, or program.

Club or Sport Boosters

Organizations that support a specific sport or fine arts to support the student program district-wide. This group is typically a more focused group from a Parent Teacher Organization or Foundation.

Fundraising

Items, practices or services sold in order to receive a profit in the form of money or goods and services. These funds are used for the benefit of the foundation, parent support organizations or booster club.

Joint Fundraising

A predetermined fundraising event where the funds are divided between two distinct groups in relation to the participation of the contributors. Arizona Attorney General Opinion I84-032 requires that any fundraising involving a student club must proportionately share the revenues collected.

Raffles

Lottery with objects as prizes; an event in which numbered tickets are sold, some of which are drawn at random to win prizes. The prizes in a raffle are often goods and services rather than money and raffles are usually held in order to raise money for an organization. Arizona Attorney General Opinion I84-018 states school district clubs are prohibited from holding raffles. Even if the activity is called something other than a “raffle” the activity is prohibited if it involves the selling of a ticket for the chance to win a prize through a drawing.

Silent Auction

Silent auctions where there is no auctioneer selling individual items may be permissible by a parent support group organization. Bids are written on a sheet of paper and at a predetermined time, the highest listed bidder wins the item and pays the price he or she submitted.

Organizational Guidelines

The principal of the school should be made aware of all activities involving their students, both on and off their campus, as well as any activity sponsored by the parent support or booster organizations. For the purpose of these guidelines, foundations, parent support group organizations and boosters are all identified as parent support organizations.

Developing a Parent Organization

Parent support organizations are organizations formed by parents, teachers, and school staff to support their local schools. Whether it is recruiting volunteers to help at the school or fundraising to support programs and activities, parent support organizations are one way for a community to rally around a school.

To establish a parent teacher organization, the parent volunteers shall seek approval from the District administration. In order to be a District recognized parent support group organization, the organization will need to file an annual application with the District by **September 15** of each year. This application can be found in [Appendix A](#). The parent teacher organization will need to establish bylaws to clearly communicate the purpose of the parent support group organization and establish the operating agreements.

The parent support group organization name on its bank account must clearly differentiate the organization from the District/School. Use of the school’s mascot in the title is acceptable with permission from the principal.

To be recognized as a District recognized parent support group organization, each group must complete the following:

	Contact school administrator prior to formally organizing
	Complete an application to be recognized as a parent support group organization
	Develop and adopt organizational bylaws and establish officers of the organization
	File IRS Form SS4 to obtain a taxpayer ID number
	Develop an annual budget and goals
	Establish a bank account
	Meet with school administrator for approval of fundraising activities
	Contact the Arizona Corporation Commission for application of non-profit corporation
	File application and Articles of Incorporation from the Arizona Corporation Commission
	File IRS Form 1023 “Application for Recognition of Exemption”
	Final annual report to the Arizona Corporation Commission
	File IRS Form 990 to the IRS annually
	Submit annual report to the Business Manager

Operating a Parent Support Organization

Communication is the key. Clear communication, as well as updating changes in officers and employees at the school site will help in the execution of the mission of both the parent support organization and the school. Understanding the nature of the school and the dynamics of school district guidelines will help the parent support organizations and the school to work smoothly together.

Parent support organizations may not make any commitments on behalf of the district or schools.

The school district may require verification of certain types of records maintained by the parent support organizations. Therefore, the following is a list of recommended practices the parent support organization should abide by:

- Require two signatures on each check drawn on the bank account
- School officials (any employee) should be in an advisory role only and not should be one of the officers or bank signers
- Maintain a file of all meeting minutes, even if there are no agenda items regarding the purchase of items or expenses, services or fundraising requests
- Strictly control credit cards issued on behalf of a parent support organizations with procedures in place to protect the group and the school
- Establish strong cash controls with procedures and consequences in place for all transactions
- Create an efficient paper trail of all transactions to assist in the deterrence of any misrepresentations or allegations of wrongdoing

Establishing Bylaws

The Parent Support Organization should develop and adopt bylaws. These bylaws should include provisions for officers and their duties and term of office, including the election or change of officers when necessary, amending the bylaws, and following Robert's Rules of Order, as well as other provisions.

Tax Exempt Status

Parent support organizations may consider not for profit incorporation to provide a legal shield against certain liabilities that may pass through to the officers or members of the organization. Not for profit incorporation also serves as the foundation for the organization to apply for tax-exempt status. If a parent organization chooses to pursue this option, the organization will need to contact the Arizona Corporation Commission (ACC) as well as draft Articles of Incorporation, Bylaws and possibly annual filing with the Arizona Secretary of State.

Most parent support organizations are publicly supported IRS 501(c)3 organizations.

Exempt organizations are not required to incorporate. However, the following are compelling reasons to incorporate:

- Officers of non-incorporated organizations can be personally sued
- Members of "information" organizations can be held financially liable for income tax all the way back to the first members of the organization

- Organizations not recognized by the IRS as exempt cannot accept tax deductible donations and donors cannot deduct contributions on their personal tax returns

Liability Insurance

Liability insurance protects you from lawsuits in the unfortunate case of someone being injured at one of your PTO group's activities and holding you responsible. This includes events such as carnivals, dances, fun runs, and cookouts.

Establishing Officers

As your organization is forming, you'll need a committee to nominate officials. Election guidelines should be clearly outlined in your PTO, PTA, or Booster Club bylaws. Any member of your organization should be allowed to be nominated and/or elected. Be sure to explain the duties this official will be obligated to adhere to if/when they are elected as an officer or committee chair. These should include the president, secretary, and treasurer.

The nominations can begin when the majority of the committee is present. You must treat all candidates fairly and make all decisions by ballot or majority vote. The nominee should be knowledgeable about the mission and purpose of your organization, ethical and fair, and be willing to put in the time that is necessary to succeed at this position.

If this is your first election, take notes on what worked and what you believe could have been done better. As a new PTO, PTA, or Booster Club, it may take time to find what works best for your group. Remember that officials are elected and never simply assigned.

Membership Guidelines

The parent support organization **promotes** and **contributes** assistance in the areas of educational support, fund-raising, District representation, social events and **encouraging parent involvement** in the school community.

Coaches, principals and other employees of the District should play an advisory role only to the parent groups. They cannot be officers or check signers on any parent support organization bank account. District employees shall only participate with the parent support group organization when not on District time. Note – classified/non-exempt staff may not perform any parent support group organization duties while on District time.

Parent support organizations should have a unique name that does not include the name of the school. This is intended to ensure there is no confusion between the parent support organization and the school district.

Parent support organization board - All board member positions should be filled and their role and duties understood. Committee chairpersons should be in place and have their committee contacts and objectives.

Teachers - Teachers are an important part of the parent support organization. As teachers, it is beneficial to work with the parents for planning purposes to ensure the parent support organization compliments the mission of the school and classroom.

Campus Administrators – School administrators should not serve as officers or check signers. They should work in a collaborative manner with the parent support organization.

Parents and families – Parents are a critical component of the success of the parent support organization.

A parent support group organization shall not directly employ, contract with, supplement the salary of, or in any other way compensate any District employee for work performed for a school program, student activity or student organization.

Financial Guidelines

All Foundations, Parent Support Organizations, PTSOs, PTAs and Booster Clubs are legally separate entities from the School District. The organizations must have their own bank accounts and taxpayer identification numbers. Parent support organizations cannot use the district's taxpayer identification number, accept donations on behalf of the district or issue a donation acknowledgement letter on behalf of the district. Parent support organizations are prohibited from collecting student participation fees or tax credit payments for a school sponsored event or programs. These types of payments need to be made at the school through school district approved procedures.

Internal Controls

Strong internal controls are the basis of strong financial policies. The parent support organization shall ensure that no one individual is responsible for an entire transaction. When monies come in, no one person should be responsible for receiving, depositing, recording and reconciling the receipt of funds. When monies go out, no one person should be responsible for authorizing payments, disbursing funds, and reconciling bank statements.

Annual Budget

The organization should develop an annual budget plan and goals for the organization, and plan activities for the year based on the budget and shared site/parent organization goals.

Banking

Checking accounts should require two signatures on all checks. Monthly bank statements should be mailed to a post office box or school address and not an individual's home. Debit cards and online expense payment services may be used, but it is highly recommended that strong policies be implemented which limit the number of cardholders/users and establish spending limits and expenditure purposes (such as budgeted or pre-approved purchases only).

Fundraising Procedures

Fundraisers coordinated by the parent support organization may involve ([Appendix B](#)):

- Parent support organizations/boosters only – requires fundraising authorization and approval form signed by the parent support group organization board officer and the site principal.
- Parent support organizations/boosters and student body - requires fundraising authorization and approval form signed by the parent support group organization board officer and the site principal.
- Parent support organizations/boosters and specific student activities club - requires fundraising authorization and approval form signed by the parent support group organization board officer and the site principal. All funds must be split proportionately between the parent support organization and the student club.

Funds collected by parent support organizations must be kept by the organization off campus. No funds collected on behalf of the parent support organization will be kept on the school's campus.

All fundraising is presumed to have the intent that the funds will be raised for students within our District. Therefore, any fundraising events must be appropriate based on the age of students.

Fundraising on or off campus by parent support organizations must be pre-approved, in writing, by the school's principal. The safety of our students is of paramount concern in any activity or event where they are present.

If the fundraising event is located on a school campus and is during school hours or as part of a school program, a school district official must be present to supervise and control the event regarding use of the school's facilities and the activities the students are engaged in.

Attorney General opinion I84-032 requires if the fundraiser is a joint event with a student club, a preapproved distribution of funds must be determined.

Raffles are never allowed when students are involved. Students cannot participate, handle, solicit or otherwise be involved in any form of games of chance or gambling.

The parent support organization cannot require members or students to fundraise or to raise a certain amount. For example, a student's ability to attend a trip cannot be based on raising a certain amount of money. The parent support organization may track funds for each student for accounting purposes only. Students shall not be denied the opportunity to participate in a school-sponsored activity because of an inability to fundraise. Fundraising is an opportunity to generate revenue for the Parent Support Organization as a group and is not intended for individuals. Therefore, revenues should be recorded in a group account from which all members or students have the opportunity to benefit equally. One member or student should not receive a larger benefit from fundraising than another. In addition, if a member or student chooses not to participate in the fundraiser, that person still receives an equal benefit from the revenues generated.

Crowdfunding fundraisers should be used limitedly. Only an approved student club or approved parent support group organization may raise funds in the School or District name. The principal must preapprove all crowdfunding projects prior to being posted. Any campaign that involves raising funds for technology or capital improvements must be preapproved.

Raffles

Per Arizona Attorney General Opinion I84-018 school district clubs are prohibited from holding raffles. Even if the activity is called something other than a "raffle" the activity is prohibited if it involves the selling of a ticket for the chance to win a prize through a drawing.

Generally, entities that are not school controlled (such as off-campus clubs, clubs sponsored by civic groups, or parent-teacher organizations) and entities that also fit within the tax exempt categories defined by A.R.S. §43-1201 may hold raffles if they also meet the requirements of A.R.S. §13-3302.B.

Silent Auction

Silent auctions where there is no auctioneer selling individual items may be permissible by a parent support group organization. Bids are written on a sheet of paper and at a predetermined time, the highest listed bidder wins the item and pays the price he or she submitted. Silent auctions are not considered to be a form of gaming and therefore, parent support organizations are permitted to hold a silent auction.

Bingo Games

Attorney General opinion I85-032, indicates parent support organizations may operate bingo games on school district property upon approval by the Governing Board of the District in conformance with Arizona Revised Statute (ARS) §15-1105; provided the organization obtains a bingo license pursuant to ARS §5-401.

Cash Handling Procedures

Cash handling procedures should be segregated amongst multiple volunteers. When collecting monies, the parent support organization should issue receipts, use a prenumbered ticket process or maintain an inventory of items sold. All cash collected should be reconciled and documented on a Cash Collection Worksheet ([Appendix C](#)). The monies collected should be safeguarded until they can be deposited and all deposits should be documented utilizing a Deposit Form ([Appendix D](#)). Donations accepted should be documented by the Parent Support Group Organization.

Before the event:

- Cash box/change fund request must be given to the treasurer at least one week before the event.
- Be sure to have calculators at the event for calculating totals and change, as needed.

At the event:

- The treasurer will provide the cash collectors the cash box requested.
- Never leave the money alone. Always have two adults with the money at all times.

At the end of the event:

- All monies received must be counted by two people.
- Please separate currency by denomination and fill in amounts on the Cash Collection Worksheet.
- The monies collected and the completed Cash Collection Worksheet must be given to the Treasurer within 24 hours of the event. Contact the Treasurer to make arrangements to transfer the funds. When the Treasurer receives the bank receipt for the deposit and verifies that the deposit is in the bank account, the monies will be recorded in the ledger.

Change Fund/Cash Box Procedures

Occasionally, at a fundraiser event, there may be a need for a change fund/cash box. Change funds may be established from the parent support organization bank account. Change funds should be established by a check made payable to the change fund custodian and returned at the end of the event. Change funds/cash boxes should be documented on a Change Fund/Cash Box Request ([Appendix E](#)).

Donations

Certain events may have a need to solicit donations in the community in the form of cash or in-kind contributions. Donation requests should be submitted to potential donors on letterhead. Prior to requesting a donation, verify with the officers to ensure multiple requests are not made to the same company. Any donor who requests documentation of the parent support organization's tax-exempt status should be provided with the IRS tax exempt determination letter. Reports of all donations must be made to the treasurer immediately. Donations accepted should be properly documented on a Donation Form ([Appendix F](#)).

Expenditures Procedures

All expenses should be approved by the parent support organization board. It is a best practice to not make cash payments. If a parent support organization volunteer needs to be reimbursed for an expense, the individual should complete a Reimbursement Request ([Appendix G](#)).

Certain vendors may be required to receive a 1099-Misc at the end of each calendar year. This determination is made based on the vendors' tax status identified on the W-9 form.

All donations provided to District schools must be accepted and accounted for in accordance with District policy.

Bank Reconciliation Procedures

Bank accounts must be reconciled monthly by the treasurer and reconciliations reviewed by a non-check signer. The bank reconciliation summarizes the account activity and reports the ending cash balance for the bank account. The bank reconciliation identifies all outstanding checks, deposits that were made after the bank statement date and any bank charges and interest. The reconciliation is performed to verify the accuracy of the bank and parent support organization balances.

Monthly Board Report

The Treasurer should produce a monthly financial report after the receipt of each bank statement.

- The report should identify all revenue sources during the month that reconcile with the deposits on the bank statement.
- The report should itemize all expenditures paid during the month (including online payment and debit transactions and bank fees/miscellaneous charges), listing by date, check number (if applicable), who it is written to, description of expense, and dollar amount.
- Cash balances on the report should be reconciled to cash balances on the bank statement monthly. This reconciliation should be reviewed by a non-signer prior to presentation and approval by the Board.
- Copies of the report and bank statement (with account number not showing) should be made available to all board members monthly and any other members that request the report or express interest.
- Board members should vote to approve the financial report(s) after it is presented at all regular Board meetings. Approval should be noted in the minutes. Similarly, the financial

reports should be presented and approved at all regular meetings of the general membership, with approval noted in the minutes. The financial reports should be maintained with the minutes for a minimum of three years.

Parent Support Organization Annual Financial Report

At the close of each fiscal year, the parent support organization is expected to submit a financial summary report to the District Business Services Department that includes the following information.

- Beginning balance
- Total revenue
- Total expenditures
- Ending balance

Use of District Facilities

Parent support group organizations may only use District facilities if it applies for and receives permission for the use of the facilities in accordance with Governing Board policy. All facility requests must be made in accordance with the procedures outlined in District policy © 3-202 Facility Use. Facility use requests for the District are submitted through Facilitron. Link to Facilitron <https://www.facilitron.com/musd85138>

Approved parent support group organizations that are conducting activities for the benefit of the District are covered by the liability insurance policy of the District without cost to the parent support group organization or its members. Parent support group organizations may not use District facilities for any activity that is not covered by the District's insurance. Prohibited activities include climbing walls, rock walls, ropes courses, or similar activities in excess of 10 feet. The District does not allow dunk tanks on District property. Inflatable rides/bounce houses and food trucks may be permissible with proper prior approval by the District administration. Certain insurance documentation will be required by the vendor.

Appendices

Appendix A – Parent Support Organization Application

20__-20__ Application for Governing Board Approval
Maricopa Unified School District Parent Support Groups

Name of Organization: _____ School: _____
Related Student Organization/Club: _____ Tax ID No. _____
Name: _____ Name: _____
Office Held: _____ Office Held: _____
Address: _____ Address: _____

Phone: _____ Phone: _____
Email: _____ Email: _____
Date taking office: _____ Date taking office: _____

Name: _____ Name: _____
Office Held: _____ Office Held: _____
Address: _____ Address: _____

Phone: _____ Phone: _____
Email: _____ Email: _____
Date taking office: _____ Date taking office: _____

By signing this application, we attest to the following:

- 1) The most recent fiscal year I.R.S form 990 has been filed
- 2) We present a treasurer's financial report regularly to the Board for approval
- 3) Have a bank account established for the Parent Support Group Organization and a personal bank account is not utilized
 - a. The bank account is established under the following Tax ID number: _____
 - b. The parent support group organization does not generate more than \$250,000/year
- 4) We have filed our most recent report with the Arizona Corporate Commission.

Please attach:

- Current Bylaws
- I.R.S Determination Letter
- Arizona Corporate Commission Annual Report (if applicable)

Member Meetings are held how often? _____ Executive meetings are held how often? _____

_____ Officer Signature	_____ Date	_____ Office Signature	_____ Date
_____ Office Signature	_____ Date	_____ Officer Signature	_____ Date
Principal's Approval _____		Date Approved _____	

Disclaimer: The District assumes no responsibility for the accuracy of any information provided by the Parent organization submitting this form. Documents provided by the Parent Organization will be kept on file at the District Office solely for the convenience of the organization.

Forward Completed form to the Business Department

Appendix B – Fundraiser Request Form

MUSD Parent Organization Fundraising Authorization and Approval Form
(Copies of this form should be filed with the school principal and the Organization)

Name of Club/Organization: _____ Contact Person: _____
Phone: _____ Position in Organization: _____
Date of Request: _____ Meeting Date (of approval): _____
Will Student Club be involved? Yes No If yes, proceeds must be proportionately distributed.

Purpose of Fundraiser: _____

Fundraiser Method & Description (what will be sold, how will it be sold, what function will it be, etc.)

If the fundraiser is co-sponsored between parent organization and student club describe how will the funds be divided: _____

Location of Fundraiser: _____
Start date: _____ End Date: _____

All fundraisers must have the approval of the school administrator. MUSD activities that are done for the purpose of fundraising must be initiated, sponsored and recorded by either Parent Group or Student Club. Fundraisers that are co-sponsored must be initialed by both groups. Initial all appropriate:

- A. MUSD Authorized Student Club (Advisor and Club Officer's initials are required). We acknowledge that student clubs who sponsor a fundraiser must always deposit funds and record expenditures in the MUSD student club account and follow the MUSD Student Activities Handbook guidelines.
- B. MUSD recognized Parent support Group Organization (officers initials are required). We acknowledge that the parent group (PTO/Booster) who sponsor fundraisers must record receipts and expenditures in the parent group's checking account. (Joint fundraisers must have the appropriate initials in A and B)

All contracts that have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fundraiser, and have been reviewed with the school Principal.

Club Advisor Signature Date Parent Group Officer Signature Date

Authorization			
_____ Student Council Officer Signature	_____ Date	_____ School Principal Signature	_____ Date
Board Approval Date for Student Club Fundraisers: _____			

Appendix C – Cash Collection Worksheet

Cash Collection Form

Parent Support Organization: _____ Date: _____

Fundraising Event: _____

Units Sold (#)		Amount Per Unit (\$)		Cash Amount Collected	Date Collected	Student Name or Item Sold/Description
	X		=			
	X		=			
	X		=			
	X		=			
	X		=			
	X		=			
	X		=			

Total Deposit: _____

Prepared By: _____

Signature: _____ Date: _____

Approved By: _____

Signature: _____ Date: _____

Deposit Breakdown

Checks/Money Orders: \$ _____

Currency

	x	Hundreds	
	x	Fifties	
	x	Twenties	
	x	Tens	
	x	Fives	
	x	Ones	

Total Currency: \$ _____

Coin

	x	Dollars	
	x	Halves	
	x	Quarters	
	x	Dimes	
	x	Nickels	
	x	Pennies	

Total Coins: \$ _____

Grand Total: \$ _____

Received by Signature: _____

Verified by Signature: _____

Appendix D – Deposit Form

Deposit Notice

YOUR NAME:		PHONE: () -	
PROJECT/CATEGORY:			
DATE SUBMITTED: / /		TOTAL AMOUNT: \$	
SPECIFIC DESCRIPTION OF SOURCE: (e.g. payments for ice cream)			

Complete the following information for your deposit:

CASH	QUANTITY	TOTAL	CHECK NUMBER	CHECK AMOUNT
\$20.00		\$		
\$10.00		\$		
\$5.00		\$		
\$1.00		\$		
\$0.25		\$		
\$0.10		\$		
\$0.05		\$		
\$0.01		\$		
TOTAL CASH: \$			TOTAL CHECKS: \$	

ACCEPTED BY (PTO TREASURER):	DATE: / /
------------------------------	--------------------

For Treasurer's Use Only: Category _____ Transaction ID _____ Deposit Date _____ Logged _____

Appendix F - Donation Form



Maricopa Unified School District #20 REQUEST FOR ACCEPTANCE OF GIFTS AND DONATIONS

Name of individual making donation _____
(please print)

Representing (Firm, Corporation) _____

Signature _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Office Phone _____

School accepting donation _____

Principal Signature _____

Approximate Value \$ _____

Donated Item(s) _____

Business Office/Property Control

Assigned Asset # _____

Date of Board Approval _____

Appendix G - Reimbursement Request Form

Reimbursement Request

Name: _____ Phone: _____

Date: _____ Amount \$: _____ Pay To: _____

Purpose of Funds Being Reimbursed (Be Specific): _____

Method of Delivery: _____ Date: _____

Address if being mailed: _____

Signature: _____

Note: Attach all receipts and other applicable supporting documentation (i.e., purchase orders, contracts, etc. to this form)

For Treasurer's Use Only

Date Paid: _____ Check #: _____ Category: _____

Approved by PTO Officer: _____

Reimbursement Request

Name: _____ Phone: _____

Date: _____ Amount \$: _____ Pay To: _____

Purpose of Funds Being Reimbursed (Be Specific): _____

Method of Delivery: _____ Date: _____

Address if being mailed: _____

Signature: _____

Note: Attach all receipts and other applicable supporting documentation (i.e., purchase orders, contracts, etc. to this form)

For Treasurer's Use Only

Date Paid: _____ Check #: _____ Category: _____

Approved by PTO Officer: _____