



Carmel Middle School PTO

Reimbursement and Check Request Form

****Place the completed form (with receipts or invoices) in the Treasurer's folder located in the PTO cabinet or email the PTO Treasurers and attach the completed form as well as scanned receipts or invoices.****

Date: _____

Check Amount: _____

Make check payable to: _____

Check requested by: _____

Phone Number or Email Address: _____

Approved by: _____

Circle One- Committee Chair/Department Chair/Team Lead/Principal/ _____

Description (Please remember to include your receipt or invoices.)

Budget Line - Please select one option.

- ☐ PTO Committee _____
- ☐ Administration _____
- ☐ Department _____
- ☐ Team _____
- ☐ Other _____

Check should be:

_____ Placed in school mailbox

_____ Placed in PTO Folder

_____ Mailed to: _____

For Treasurer's Use Only

Date Paid: _____
Check Number: _____
Budget Line: _____