Nipher Middle School Parent Teacher Organization

MONEY REQUEST FORM

The purpose of this form is to request cash box funds, reimbursements, or checks made payable to vendors. Please leave this completed form (with invoice/receipt/contract attached) in the PTO mailbox in the main office OR mail to Jessica Rodriguez 41 Forest Glen Kirkwood, MO 63122, or email to Jessica at jroserodriguez@gmail,com. Either way, please email Jessica to let her know to look for it. Allow 1 week for checks to be sent out.

Sales tax will NOT be reimbursed. Please make sure to take a copy of the tax-exempt letter with you when making all your purchases. Nipher PTO has tax exempt Sam's Club and Amazon Prime accounts- we will be happy to place your PTO approved order with our debit card to make things easier as well.

Reimbursements can never be taken directly out of the profit from an event. For tax purposes, records of all reimbursements including receipts must be maintained.

Event/Committee Title: _____

Event Date: _____

Event/Committee Chair: _____

PURPOSE OF REQUEST

I am requesting (check one):

CASH BOX MONEY – The treasurer assumes funds are needed 24 hours prior to the event listed above,

unless otherwise indicated. Please indicate specific money amounts needed below.

Ones: _____ Fives: _____ Tens: _____ Twenties: _____ Miscellaneous change: _____

Total Amount: _____

CHECK PAYABLE TO VENDOR – Please allow 5 days turnaround time. Receipt or invoice must be submitted

to treasurer upon purchase.

Check payable to: _____

Mailing Address/City/State/Zip: _____

Amount of check: _____

How were these funds used? _____

REIMBURSEMENT CHECK – Please attach all receipts.

Check payable to: _____

Mailing Address/City/State/Zip: _____

Amount of check: _____

How were these funds used? _____

For Treasurer's Use

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

Approved: _____