

# New Hartford PTO Check Request & Reimbursement Form

Date Requested: \_\_\_\_\_ Requested By: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Funds were budgeted in which one of the following accounts (please check one):

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Book Fair             | <input type="checkbox"/> 6 <sup>th</sup> Grade Moving Up | <input type="checkbox"/> 6 <sup>th</sup> Grade Social |
| <input type="checkbox"/> Cultural Enrichment   | <input type="checkbox"/> Halloween Party                 | <input type="checkbox"/> Events                       |
| <input type="checkbox"/> Father-Daughter Dance | <input type="checkbox"/> Mother-Son Outing               | <input type="checkbox"/> School Beautification        |
| <input type="checkbox"/> New Hartford Day      | <input type="checkbox"/> New Hartford Day                | <input type="checkbox"/> School Store (Antolini)      |
| <input type="checkbox"/> Field Day             | <input type="checkbox"/> Operating Expense - Supplies    | <input type="checkbox"/> Appreciation Gifts           |
| <input type="checkbox"/> Field Trips           | <input type="checkbox"/> Discretionary Fund              | <input type="checkbox"/> Other                        |

Reason for the check request or reimbursement of funds (Please provide a brief description of what was purchased or the reason for the check request.) \_\_\_\_\_  
 \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Vendor - Please provide the mailing address: \_\_\_\_\_  
 \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Reimbursement Method:  Cash  Check  Venmo

\*Requestor - Please provide preferred method to receive the check (pickup at a scheduled PTO meeting or school mail sent home with your child – please provide child’s name). \_\_\_\_\_

**SUPPORTING DOCUMENTATION MUST BE ATTACHED TO THIS FORM IN ORDER TO RECEIVE A CHECK.**

- Reimbursements require a receipt(s). Please attach to this form.
- Check requests require a signed contract or invoice.
- Please contact the Treasurer to discuss approval for use of any other type of supporting documentation.
- Completed forms can be submitted at a PTO meeting or sent to school with your child. If sent to school, please label the envelope **PTO – Treasurer.**
- All forms are available on the NH PTO Google Drive or upon request

**This section to be completed by the Treasurer:**

Account \_\_\_\_\_ Check # \_\_\_\_\_ Dated \_\_\_\_\_ Logged \_\_\_\_\_

Approved By (Treasurer.) \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By (President) \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By (2<sup>nd</sup> Reviewer, if applicable) \_\_\_\_\_ Date \_\_\_\_\_