

**SPRING HILL PTO  
REQUEST FOR CHECK/REIMBURSEMENT FORM**

**PLEASE COMPLETE ALL SECTIONS & RETURN TO PTO TREASURER'S BOX, ATTACH ALL RECEIPTS OR SUPPORTING INFORMATION. NO PAYMENTS CAN BE MADE WITHOUT DOCUMENTATION.**

**DATE SUBMITTED:** \_\_\_/\_\_\_/\_\_\_ **DATE NEEDED:** \_\_\_/\_\_\_/\_\_\_

**YOUR NAME:** \_\_\_\_\_

**AMOUNT OF CHECK:** \$ \_\_\_\_\_

**MAKE CHECK PAYABLE TO:** \_\_\_\_\_

**ADDRESS OF PAYEE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REASON FOR CHECK (to be put in memo line):** \_\_\_\_\_

**Please check the appropriate method of delivery:**

- Check to be mailed to the address listed above
- Check to be put in PTO folder
- Check to be put in Teacher's box (was ordered and paid for directly by teacher)
- Check to be given to Pat Ickert in the front office

<b>PTO USE ONLY</b>	
<b>Amount \$</b>	_____
<b>Check#</b>	_____
<b>Date Paid:</b>	___/___/___

**Please circle Account to be Debited:**

<u>Fun Fair:</u>	Coffee Corner	Other:
Admin	Cotton Candy	Prizes
Arts & Crafts	Donation	Raffle
Bake Sale	Face Painting	T-Shirts
Beverage	Float	Tickets
Book Corner	Games	Zoo Dip
Cafeteria	General Store	
Cake Walk	Greenhouse	
Candy Counter	Ice Cream	
Cash	Int'l Foods	
Class Baskets	Karaoke	

- |                         |                      |                      |
|-------------------------|----------------------|----------------------|
| After School Programs   | Hospitality          | Appreciation         |
| Art Appreciation        | Landscaping          | Spring Book Fair     |
| Birthday Board          | Newspaper            | Staff/Teacher Confs  |
| Book Enrichment Program | Office Supplies      | Student Folders      |
| Chess Club              | Parent Ambassadors   | Supplies & Postage   |
| Cultural Arts           | Parent University    | Teacher Appreciation |
| Directory               | Rising Stars         | Technology           |
| Fall Book Fair          | School Store         | Other:               |
| Flowers, Cards & Gifts  | Science Courtyard    |                      |
| Gift Wrap               | Sixth Grade Send Off |                      |
| Grocery SCRIP           | Special Events &     |                      |

**Teachers/Staff: (complete as applicable)**

**Appropriations, Round:** \_\_\_\_\_ **Item Description & Location:** \_\_\_\_\_

**Teacher/Team or Committee's Name:** \_\_\_\_\_

**Pat's Initials** \_\_\_\_\_