

FHS PTO Expense Form

(See bottom of page for directions/notes on submitting reimbursement requests)

Name: _____ Date: ____/____/____

Address: _____ Phone: ____-____-____

Make Check Payable To: _____ Amount \$ _____

Would you like the check mailed? ____ Yes ____ No If no, contact the treasurer to pick up.

Committee incurring expense: _____

Is this expense a reimbursement _____ or a payment to a vendor _____ ?

Purpose of expenditure?

Description of the items purchased:

Attach all supporting documentation, such as a price quote, contract, email, invoices, etc.

Were there any discounts or donations given in conjunction with this expense? (If so, please note amount here. \$ _____)

Expense Directions/Notes:

- 1) Staple receipts to this form (receipts should total the amount of reimbursement request).
- 2) Staple expense preapproval to this request (emails, contracts, or other directives).
- 3) Place this form (with receipts and copy of preapproval form) in an envelope and deliver to the treasurer as soon as possible.
- 4) PTO **will not** reimburse or pay sales tax.

____/____/____
Date Received

Treasurer Signature

Check Number

____/____/____
Date of Check

Check Amount _____