

## KBC-PTO CHECK REQUEST FORM

Please complete this form by July 1<sup>st</sup> of the current school year and place in the PTO Treasurer's Box to be paid. You may send an email ATTN: Treasurer at [kbcpto@gmail.com](mailto:kbcpto@gmail.com) to let us know it is there, however our intention is to pay requests out on a weekly basis or sooner if possible.

(Multiple receipts may be on one request form if they are for the same person and the same budgeted item)

### Reimbursement or Payment of Invoice: Original Receipts MUST Be Attached

\_\_\_\_\_  
Name of Person Submitting Request

\_\_\_\_\_  
Email

\_\_\_\_\_  
Committee or Grade Level Category

\_\_\_\_\_  
Date

\_\_\_\_\_  
Make Check Payable To

\$ \_\_\_\_\_  
Amount Requested

\_\_\_\_\_  
Invoice # (If Applicable)

\_\_\_\_\_  
Receipt(s) Attached (Y/N)

\_\_\_\_\_  
Purpose of Expense

Is this a budgeted or approved expenditure?

Yes

No

### Instructions for Check Payment

Leave Check in Committee Box: \_\_\_\_\_

Send Check Home with Child: \_\_\_\_\_  
Name/Teacher/Grade

Mail Check to: \_\_\_\_\_  
Address/City/State/Zip Code

OTHER: \_\_\_\_\_

*Please Note: Tax will not be reimbursed. Tax exempt letters can be requested by emailing the PTO Treasurer at [kbcpto@gmail.com](mailto:kbcpto@gmail.com)*

### Treasurer's Use

\_\_\_\_\_  
Disbursement Date

\_\_\_\_\_  
Check #

\$ \_\_\_\_\_  
Amount

\_\_\_\_\_  
Budgeted Item (Y/N)

\_\_\_\_\_  
Budget Category

\_\_\_\_\_  
Date Approved at PTO Meeting

\_\_\_\_\_  
Signature