

PTO CHECK REQUEST FORM

Please **PRINT** all information
Zelle is preferred for personal reimbursement.
 Receipts required.

Please Note: If you are requesting an amount over \$100 for a school building event/activity, the Head Reps need to be notified via email with a copy to the Treasurer. Requests should be submitted within 30 days of close of an event.

Multiple events/reimbursements may be placed on one form as long as reimbursement is being made to the same person.

Person Submitting Form:	Phone:
	Email:
School:	Date:

Amounts (s)	Event (s)	Vendor/ Item(s)
\$		
\$		
\$		
\$		
\$		
Total \$		

Choose one:

- Zelle email/cell :** _____
- Check made payable to:** _____
- Address:** _____

Submit to Treasurer Meghan Vaillancourt via email:
meghanvail@msn.com

All supporting documents should be in PDF format

To submit via mail, please **STAPLE** all receipts to the back of this form and mail to:

**PTO Treasurer
 PO Box 642
 Hudson, OH 44236**