

PIN OAK MIDDLE SCHOOL – PTO PAYMENT/REIMBURSEMENT REQUEST FORM

(To be used by PTO Volunteers to pay vendors or be reimbursed for expenses. These expenses must first be APPROVED by the Committee Chair before being submitted to Treasurer)

TODAY'S DATE (Date Submitted) _____

REIMBURSEMENT OR PAYMENT AMOUNT REQUESTED \$ _____

SUBMITTED BY (Print Please) _____

PHONE _____ EMAIL _____

COMMITTEE / BUDGET TO CHARGE (this needs to match a Budget Line on the PTO Budget): _____

DESCRIPTION OF EXPENSE or REASON FOR REIMBURSEMENT: _____

MAKE CHECK PAYABLE TO: _____

MAILING ADDRESS (or can be returned to PTO box at school): _____

Please complete this form & attach all receipts and/or invoices to the back of this form (stapled to back is preferred) and place it in the PTO BOX in the front office – in the TREASURER'S Folder. Also, you may request payment directly to Vendors from this form, by attaching approved invoice and completing this form. Please allow 1 week for payment to be processed. If payment needs to be processed urgently, please contact the Treasurer to advise this is an urgent request or pay the vendor & submit for reimbursement to ensure payment is made timely to vendor.

For Treasurer's use only

CHECK NUMBER _____ DATE PAID _____ AMOUNT PAID _____

LOGGED _____ COMMITTEE/BUDGET CHARGED _____

Current Treasurer: Carol Beittenmiller, cbeit@comcast.net; 713-665-2152

Original form 4/08; Revised 8/09 by Treasurer – File Name: Payment Reimbursement Request Form