

Prairie View Elementary PTO

CHECK REQUEST/EXPENSE REIMBURSEMENT

****Please note: Taxes will not be reimbursed. Please request a copy of the Tax-Exempt form from the PTO Treasurer pview.treasurer@gmail.com ****

Date: _____

Make Check Payable to: _____

Address: _____

Email: _____ Phone: _____

Person Requesting Check, if different: _____

Committee/Purpose of Expense: _____

Committee Chair Approval Signature: _____

PLACE OF PURCHASE	DESCRIPTION	COST
	TOTAL:	

- Please highlight items on receipts as necessary – items marked must equal total amount requested
- **Please return completed form with receipts to the PTO Treasurer mailbox and notify the PTO Treasurer: pview.treasurer@gmail.com. For a faster response, you can scan the completed form and receipts and email directly to the PTO Treasurer.**

TREASURER INFORMATION
Date: _____
Check #: _____
Budget Line Item: _____