

Horizon Elementary PTO Check Request

Reimbursement Policy: All Horizon Elementary PTO Members can be reimbursed for expenses incurred in the performance of their Horizon PTO position duties. A Check Request form shall be submitted with copies of receipts to substantiate the amount to be reimbursed.

Purchases & Payments Policy:

- a) Expenditures up to \$100 may be approved by the President, Vice President or Treasurer.
- b) Expenditures over \$100 and less than \$300 must be approved by two (2) Officers.
- c) Expenditures over \$300 must be pre-approved by vote of the Members at a regularly scheduled membership meeting. If the expenditure is an immediate need, the approval of three (3) Officers is necessary and the payment must be reported at the next regularly scheduled membership meeting.

This Request is for:

- Reimbursement (attach your receipts)
- Purchase or Payment (attach a copy of the invoice)

Name: _____

Phone #: _____

Date Submitted: _____

Committee/Project: _____ (Ex: Spirit Wear, Book Fair)

Reason for Reimbursement/Payment: _____

Amount: \$ _____

Make Check Payable to: _____

Mailing Address: _____

Approval & Signatures: _____ Date _____
(if necessary)

Included in Annual Budget _____ Date _____

Approved at Meeting _____ Date _____
____ / ____ / ____

For Treasurer's Use Only: Check Issue Date: _____ Check # _____ Name: _____
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