



OFFICE USE ONLY  
 Date: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Check No. \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_

## PRS PTO Reimbursement/Check Request

- Please attach applicable back up (receipts/invoices/contracts) to this form.
- Check the appropriate budget allocation and give brief description of expense.
- Forward this form and back up to the PRS PTO Treasurer, Hannah Bryne, for reimbursement by dropping in the PRS PTO box in the school's main office.
- Allow seven days for reimbursement or bill payment.
- Please e-mail prsptotreasurer@gmail.com if you have any questions.

\_\_\_\_\_  
**Requestor:** \_\_\_\_\_  
**Check Made Payable to:** \_\_\_\_\_  
**Payee Mailing address:** \_\_\_\_\_  
**Payee Telephone:** \_\_\_\_\_

- Budget:**
- |   |  |
|---|--|
| <p>____ Allocation to teachers/Specialists</p> <p>____ Book Fairs</p> <p>____ Box Tops for Education</p> <p>____ Cape Cod Trip</p> <p>____ Community Service</p> <p>____ Cultural Enrichment</p> <p>____ Directory/Room Parent Comm.</p> <p>____ Fall Fundraiser</p> <p>____ Field Day</p> <p>____ Fifth Grade Activities</p> <p>____ Fourth Grade Physics Olympics</p> <p>____ Get Smart About Art</p> <p>____ Green Committee</p> <p>____ Health Office</p> | <p>____ Mad About Science Book Club</p> <p>____ Math Olympics</p> <p>____ Newsletter (<i>Weekly Wizard</i>)</p> <p>____ Principal's Discretionary Fund</p> <p>____ PTO Administration</p> <p>____ School Spirit (inc Hol Shop Spree)</p> <p>____ Social Secretary &amp; Retirement Fund</p> <p>____ Spring Fundraiser</p> <p>____ Special Family Event</p> <p>____ Staff Appreciation</p> <p>____ Vice Principal PBIS</p> <p>____ Voyagers</p> <p>____ Wish List Request</p> <p>____ OTHER</p> |
|---|--|

<b>Brief Description of Expense:</b>			
<b>Date of Request:</b>		<b>Amount:</b>	<b>\$</b> _____