

CHECK REQUEST (For Reimbursements and Invoices)

Floyds Knobs Elementary PTO

Your Name:		Contact – phone or email address:
Date Submitted: ____/____/____		Check requests will be collected by the 1 st and the 15 th of each month (or the next day school is in session). Checks will be distributed/mailed within 5 school days after the end of each collection period. If you need your check earlier, please contact the Treasurer for special attention.
Budget Category (please check one) ***If this check request covers more than one budget category, please note the allocation of expenses.		
School Support <input type="checkbox"/> Angel Fund <input type="checkbox"/> Bulletin Boards <input type="checkbox"/> Fish Tank Maintenance <input type="checkbox"/> Food Services <input type="checkbox"/> Hospitality/Paper Goods <input type="checkbox"/> Library <input type="checkbox"/> Principal's Fund <input type="checkbox"/> Spirit Items <input type="checkbox"/> Staff Appreciation <input type="checkbox"/> Staff Allotment	Student Programs <input type="checkbox"/> Assemblies <input type="checkbox"/> Learn at Every Turn <input type="checkbox"/> Science Fair <input type="checkbox"/> School Supply Sale <input type="checkbox"/> Special Persons Week <input type="checkbox"/> Speech Contest <input type="checkbox"/> Student Recognition <input type="checkbox"/> Other: _____	PTO General Expenses <input type="checkbox"/> Copier Expense <input type="checkbox"/> Office Supplies <input type="checkbox"/> Postage Academic/Student Clubs <i>(please identify which team or club in the description field below)</i> <input type="checkbox"/> Awards <input type="checkbox"/> Parties <input type="checkbox"/> Uniforms
Description of Expense: _____		
Check Payable To:		Amount: \$
Check distribution: <input type="checkbox"/> Deliver check to my FKE staff mailbox. <input type="checkbox"/> Send home with my student _____ c/o teacher _____ <input type="checkbox"/> Mail to address on invoice. <input type="checkbox"/> Mail to address _____ <input type="checkbox"/> Contact me and I will pick it up at the school office. <input type="checkbox"/> Other _____		

Please total receipts and staple the invoice/receipts to this request (copies are fine).

Thank you,
Marsha Weaver - PTO Treasurer
marsha.weaver1218@gmail.com
923-0259