

# MES PTO TEACHER/STAFF EXPENSE FORM

## Effective July 1, 2017 through June 30, 2018

**Please follow these procedures to ensure a timely reimbursement process. Note that incomplete forms or forms missing receipts may result in a delay or denial of your reimbursement request. Deadline: 2 weeks prior to end of quarter.**

1. Attach a receipt for each line item. If you have more than 1 item on a receipt, please highlight only items needing reimbursement. Please submit all receipts within an envelope.
2. Requests for reimbursement should be made within 30 days following the completion of the event or by the deadline determined by the PTO Treasurer.
3. Sign and date the form and turn it in to the PTO Treasurer either through the PTO mailbox or deliver by hand.
4. Email the Treasurer to let them know you have sent in the request. treasurer@moanalupto.org

**Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_  
**Contact Email and Phone Number:** \_\_\_\_\_ **Grade and Room Number:** \_\_\_\_\_

[ ] The supplies for which I am asking for reimbursement were not available from the MES school supply room due to: \_\_\_\_\_

[ ] The MES school supply room does not carry the supplies I have requested for reimbursement per my request on this date: \_\_\_\_\_

[ ] Other: \_\_\_\_\_

[ ] I am a substitute teacher for Room \_\_\_\_\_ Grade \_\_\_\_\_ Teacher Name: \_\_\_\_\_.

The GLC has checked with the regular teacher and approves this request for reimbursement for the amount of \$ \_\_\_\_\_ by Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Starting Balance from PTO							
Date	Item Description and Purpose	Vendor/Company	Receipt (Y/N)	Cost including Tax	Available Balance of Funds	Date Requested	Amount Requested	Check Payable to

**TOTAL:** \$ \_\_\_\_\_

I certify that the amounts listed above for reimbursement are represented accurately.

Signed: \_\_\_\_\_

Please keep a copy of this sheet for your records. Thank you.

**Executive Board Approval:** Approved  Denied

INTERNAL USE: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

CHECK #: \_\_\_\_\_

DATE: \_\_\_\_\_

PTO INITIAL: \_\_\_\_\_