

# Barnette Elementary PTO Check Request Form 2022-23

1. Reimbursement requests should be made within 30 days after the costs are incurred.
2. Whenever possible the PTO should pay the vendor directly instead of reimbursing volunteers. Plan ahead.
3. Place request in the PTO mailbox. Must include original receipts or invoices and must be signed by a Board member.
4. Reimbursement usually occurs within a week of receipt. Please email the Treasurer if it is time sensitive. If you have any questions, please contact Laura Long, Treasurer, at [laurah.long@cms.k12.nc.us](mailto:laurah.long@cms.k12.nc.us)

Date: \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

Payable To: \_\_\_\_\_

Mail Address / Staff Mailbox: \_\_\_\_\_

Signature (Required) \_\_\_\_\_  
 (Teachers, have the Principal/ PTO Board Member sign your request. Everyone else have Committee Chair sign.)

Treasurer \_\_\_\_\_

## Budget Allocation

(This section must be completed; up to three budget categories per request)

Budget Category (see list) \_\_\_\_\_

Description \_\_\_\_\_ Amount \$ \_\_\_\_\_

Budget Category (see list) \_\_\_\_\_

Description \_\_\_\_\_ Amount \$ \_\_\_\_\_

Budget Category (see list) \_\_\_\_\_

Description \_\_\_\_\_ Amount \$ \_\_\_\_\_

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>● 5th Grade</li> <li>● All Pro Dads</li> <li>● American Heart Association</li> <li>● Art Expo</li> <li>● Beautification</li> <li>● Book Fair: Fall</li> <li>● Book Fair: Spring</li> <li>● Buster Move</li> <li>● Character Education</li> <li>● Community Outreach/Sister School</li> <li>● Daughter Dance</li> <li>● Garden</li> </ul> | <ul style="list-style-type: none"> <li>● Field Day</li> <li>● Holiday Shop</li> <li>● K Social</li> <li>● Membership</li> <li>● PBIS (quarterly celebrations)</li> <li>● PTO Administration (supplies, copies, postage, council dues, insur.)</li> <li>● Principal School Culture Activities</li> <li>● School Enhancement</li> <li>● School Musical (Music Dept.)</li> <li>● School Store (Spirit Wear)</li> <li>● School Supplies (agendas, locks)</li> </ul> | <ul style="list-style-type: none"> <li>● Son Night</li> <li>● Spirit Night</li> <li>● Staff Appreciation</li> <li>● Student Council</li> <li>● Teacher Grants</li> <li>● Technology</li> <li>● Volunteers</li> </ul> |
|---|---|--|

Treasurer to Complete		
Check Number:	Approver 1 initials: _____ Approver 2 Initials: _____  Approved at Monthly PTO Meeting: Yes or No Meeting Date: _____	Date Paid: