

**Meadow Park PTO
Request for Payment**

Request Date: _____ Request Amount: \$ _____

Requested by: _____

Make check payable to: _____

Mailing address: _____

Checks will be mailed to home address unless other arrangements are made with PTO Treasurer

Description of Purchase: _____

Reason for Purchase: _____

Reimbursement Approved by: _____ Date: _____
(Committee Chairperson or MPPTO Officer)

ATTACH ALL RECEIPTS AND/OR DOCUMENTATION

Area Below for PTO Treasurer Use

Check #: _____ Amount: \$ _____ Date Issued: _____

Expense Category:

- | | |
|--------------------------------------|--------------------------------|
| _____ Administrative Expenses | _____ Family Night Dinner |
| _____ Art Literacy | _____ Field Trip |
| _____ Box Top Expenses | _____ Insurance |
| _____ BTS Packet Refreshments | _____ Jog-A-Thon Expenses |
| _____ Bus Driver Breakfast | _____ PBIS Program |
| _____ Clothes Closet | _____ Planner Expense |
| _____ Community Support Appreciation | _____ RFF# _____ |
| _____ Corporation Filing Fee | _____ Staff Appreciation |
| _____ Eighth Grade Party | _____ Volunteer Coordinator |
| _____ Band (separate funding) | _____ Choir (separate funding) |
| Other _____ | |