JACOB WISMER PTO - REQUEST FOR PTO FUNDS/REIMBURSEMENT

Date: _____ Person making request: _____

Phone #: _____ Email Address: _____

Budget Category

ACTIVITIES: Clothes Closet | Field Day | 5th Grade Send Off | Joyce Richards Awards | Jump Start
Movie Night | New Family Welcome | Scholarship Fund | Sock Hop |
Staff Appreciation | Variety Show | Volunteer Coordinator | WE Care Assembly
ENRICHMENT: Art Literacy | Artisit in Residency | Author Visit | Battle of the Books | Celebrate the Arts
Field Trips | Junior Great Books | OSOB | Passport Club
DIRECT PURCHASE: Battle of the Books | Boyscouts | Class Party | Directory | EPI School Supplies | T-shirts
SUPPORT: Facility Improvement | Risograph | PTO
5TH GRADE EVENTS: 5th Grade Event | Memory Book | Movie Night | Outdoor School | Student Store

Total Amount of Funds/Reimbursement _____

ITEM(s) PURCHASED (TO BE PURCHASED)	COST

**** NO REIMBURSEMENTS WILL BE ISSUED WITHOUT RECEIPTS ****
Please attach ALL Receipts to the back.

Make check payable to: _____

How would you like to receive the check? (check one)

☐ Send home with child Child's Name: _____

Teacher's Name: _____

☐ Mail Address: _____

_____

To be completed by PTO Treasurer and Committee Chair (if applicable)

☐ Chair Approved ☐ Chair NOT approved

Check # _____ Date of Issue: _____

Issued by: _____

Please return this form to be PTO Treasurer basket in the school office