



Central Magnet School PTO

PTO Funds Pre-Approval and Reimbursement Form

Please complete this form and submit to the PTO President or Treasurer.

Amount Requested (Up to): _____ Date: _____

Reason for the Request: _____

Subcommittee: _____

PTO Approval Signature: _____

- Once approved, please list each retailer (Amazon, Walmart, etc.), general description of the items purchased (prizes, food, etc.), and the total amount being submitted for reimbursement. List each receipt separately.

Place of Purchase	Description	Amount
	Total:	

Payable to: _____

Address: _____

Phone Number: _____

Attach all copies of receipts, purchase orders, and bills to the back of this form. Receipts are required for PTO Financial Review and tax-reporting purposes. Payments will not be made without receipts. Return completed forms to the PTO Treasurer. Reimbursement will be made within 2 weeks.

Treasurer Note

Payment Date: _____

Check #: _____

Payment Amount: _____