

# ALLISONVILLE PTO

## CHECK REQUEST/REIMBURSEMENT FORM

Please complete this form and submit with original receipts or an invoice from the vendor for payment to the PTO mailbox at the front office or via email to [avptotreasurer@gmail.com](mailto:avptotreasurer@gmail.com) (please scan or take clear photos of all receipts). Checks are processed on the 1st and/or 3rd Fridays of each month. If you have any questions, please contact the AVPTO Treasurer at [avptotreasurer@gmail.com](mailto:avptotreasurer@gmail.com) or 317-443-6590. If you need a sales tax-exempt form, please contact the Treasurer.

Alternatively, with advance notice, a member of the PTO Executive Board would be happy to purchase items for your event directly through online wish lists, pre-arranged shopping trips, etc. Please reach out to Assistant Treasurer Lisa Stocks to arrange these options at [stockslisa@gmail.com](mailto:stockslisa@gmail.com).

Item Purchased	Amount

**Total Amount:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ (please print)

**Committee or Budget Line:** \_\_\_\_\_

**Address to send check:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR AVPTO TREASURER:</b>		
Check # _____	Date issued _____	Date sent _____