

Baines Middle School PTO
Payment / Reimbursement Request Form

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Reimbursement

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Payment to vendor

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Leave in PTO Box at School

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Mail

Date requested: _____

Requested by: _____

Requestor phone: _____

Committee Chair: _____

Make check payable to: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

- Please complete form, attach all original receipts, place approved form and receipts in PTO Treasurer box in school office. Please text Brandy McMillan @ 713-204-3345 to let me know you have a pending request.
- Approved requests received by Wednesday 10 am will be paid by the next Wednesday afternoon.
- Payments could be delayed if form is submitted without proper approval and/or original receipts/invoices.
- Payments to Board members require PTO President approval and checks over \$1,000 require PTO Board approval.
- Sales tax will not be reimbursed

Budget Account	Description of Items Purchased	Amount
Payment Total:		

Signature of Board member approving payment: _____

Printed name of Board member approving payment: _____ Date _____

Treasurer use only:

Date Paid:	Date Cleared:	Check Number:
Board Approval Minutes Date:	Check Amount:	