Baines Middle School PTO
Payment / Reimbursement Request Form Rev. 8/2026

☐ Reimbursement ☐ Payment to Vendor ☐ Paid w/PTO Debit Card ☐ Mail Payment

Date requested: ___________________________________ Requested by: ____

Requestor phone: _______________________________ Position/Chair: ____

Mailing Address: ____

- Please complete this form and attach all original receipts/invoices. *Payments made by PTO Debit Card require printed receipts as well.*
- Please notify presidentbmspto@gmail.com that you have an expense for approval.
- Once an expense form is received, allow up to 2 weeks for approval and check distribution.
- Payments may be delayed if the form is submitted without proper approval and/or original receipts/invoices.
- Personal or Vendor reimbursements over $1,000 require PTO Board approval.
- Sales tax will not be reimbursed.

Budget Account	**Description of Items Purchased**	**Amount**
	Payment Total:	$

Signature of Requestor: ____

Signature of Board member approving payment: ____

Printed name of Board member approving payment: _____________________________ Date: _______________

Treasurer use only:

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

Notes:

Quick Instructions

WHEN DO I USE THIS FORM?

Complete this form whenever a PTO expense involves:

- Reimbursement – You personally paid for an approved PTO expense.
- Payment to Vendor – PTO needs to pay a vendor directly.
- PTO Debit Card – A purchase was made using the PTO debit card.
- Mail Payment – The payment needs to be mailed.

A completed form and receipt/invoice are required for all PTO expenses, including purchases made with the PTO debit card.

HOW TO COMPLETE THE FORM

1. Select the payment type

Check the appropriate box at the top of the form.

2. Complete your information

Enter the date, your name, phone number, PTO position/committee, and mailing address.

3. List the expense

For each purchase, provide:

- **Budget Account** – PTO budget category the expense should be charged to.
- **Description** – Briefly explain what was purchased.
- **Amount** – Enter the amount and calculate the Payment Total.

4. Attach documentation

Attach all original receipts or invoices. Purchases made with the PTO debit card also require a printed receipt.

5. Sign the form

The person submitting the request must sign the form.

6. Request approval

Email **presidentbmspto@gmail.com** to notify the President that you have an expense awaiting approval.
The appropriate Board member must sign and date the approval section before payment is processed.

IMPORTANT REMINDERS

NO SALES TAX REIMBURSEMENT

Use the PTO's **Texas Sales and Use Tax Exemption Certificate** whenever applicable. Sales tax will not be reimbursed.

EXPENSES OVER $1,000

Personal or vendor reimbursements over **$1,000 require PTO Board approval.**

ALLOW UP TO 2 WEEKS

Once the completed expense form is received, allow up to two weeks for approval and check distribution.

DON'T FORGET THE RECEIPT!

Missing receipts/invoices or required approvals may delay payment.

BEFORE YOU SUBMIT — QUICK CHECK

- Correct payment type selected
- Requestor information completed
- Budget account identified
- Purchase(s) described
- Amount and Payment Total completed
- Original/printed receipt or invoice attached
- Requestor signature completed
- President notified for approval
- Required Board approval obtained

Questions before making a purchase?

Contact the PTO President or Treasurer before spending PTO funds.
This form can be found under the PTO Forms section of www.bmspto.org.