



# MIDLAND SCHOOL PTO DISBURSEMENT/REIMBURSEMENT CHECK REQUEST FORM

Instructions: Fill out form neatly & attach all original receipts. Submission options:

- 1) Email completed form plus scanned receipts to **khdoyle@gmail.com**.
- 2) Mail/drop off completed form & original receipts: Kristen Doyle, 10 George Langeloh Ct.
- 3) Leave completed forms in PTO Treasury file folder (red folder in PTO filing cabinet in School Office) or in PTO mailbox.

Any questions, please contact Kristen Doyle at khdoyle@gmail.com.

Date of request: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Program/Committee: \_\_\_\_\_

Please attach ALL receipts:

<u>Description</u>	<u>Amount</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

Total Amount to be reimbursed \$ \_\_\_\_\_

Mail check to: \_\_\_\_\_  
 Address: \_\_\_\_\_

Leave check in PTO filing cabinet in office to be picked up

Leave check in your mailbox in office

Mail check to vendor on invoice provided

Vendor: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Other (NO backpack delivery): \_\_\_\_\_