



Turkey Hill School PTO

2022/2023 Reimbursement & Check Request Form

(For Treasurer's Use)	
Date:	
Check #:	
Amount:	\$

Please Circle Account: PTO Drama Club AV Club

Date of Request: _____

Activity: _____

Description: _____

Amount: \$ _____

Requested/Purchased by: _____

Make check payable to: _____

Mail check to:	name	
	address	
	city/state/zip	

Please Note:

- Request must be submitted within two weeks of event date.
- Expenses exceeding budget allocation must be approved by the PTO Board *prior* to purchase to be eligible for reimbursement.
- Receipts *must* be attached to this form.
- Submit to committee Chairperson for approval.

Completed forms can be left in the PTO mailbox in the main office or given to your child's teacher in an envelope marked "Attn: PTO Treasurer." You can also e-mail a completed form to the Treasurer so long as all receipts are scanned and attached in a printable format.

Any questions please contact: Missy Verdura at Treasurerthsppto@gmail.com