



Nayatt PTO Check & Reimbursement Request Form

TEACHERS & SCHOOL STAFF

INSTRUCTIONS: Complete all fields of this form and attach all documentation associated with the request. No forms will be considered unless back-up is provided. Submit the form with back-up directly to Tracey Whitehead for review and approval.

PLEASE NOTE: All requests will have a 5 business day processing time – NO EXCEPTIONS. Please plan accordingly.

Date Submitted: _____ Date Needed: _____

Submitted By: _____

Email Address: _____

Make Check Payable to: _____

Requested Amount: \$ _____

Check should be mailed to: Payee Requester

Address: _____

Budget Line: _____

(refer to list of budget lines and committees, available on the PTO website or upon request)

Comments/Instructions: _____

For Internal Use – Principal & Treasurer

Approved Denied

Comments/Instructions: _____

Signature: _____ Date: _____

PTO Treasurer Date Received: _____