

# Raleigh Park PTO - Request for Payment 2017/2018 School Year

Reimbursement instructions:

1. All requests for payment or reimbursement must have invoices or receipts attached to this request.
2. Please submit this form within 30 days of purchase.
3. Forms that are not filled out completely or correctly will result in payment or reimbursement delay

## Budget Category: Please Check One:

- Grade level curriculum enhancement (e.g., In-class activities, field trips, assemblies, author visits)
- Fifth Grade Activities (party, sock hop, gift, memory book)
- Teacher Stipends
- Art Lit/Kiln
- Other (Please list, e.g., Field day, mileage club, passport club, project back, garden) \_\_\_\_\_

Date: \_\_\_\_\_

Reimbursement Amount Requested: \$ \_\_\_\_\_

Person Requesting Payment: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_  
(if different from person requesting payment)

Mail Check to: Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Grade and Teacher: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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**Please attach receipts to this form.**

Please turn in completed form to PTO Treasurer Suzanne Meyer , either by hard copy in the PTO lockbox in the school office or by email to [treasurer@raleighparkpto.org](mailto:treasurer@raleighparkpto.org).