

Nativity PTO Funds Requisition Form

Request Date:	
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Payment Type:		Reimbursement – Attach Original Receipts to the back
		Purchase/Vendor: Attach invoice
		Transfer Funds From PTO Account to School Account
		Other: Explain -

Requested by:	
Phone:	
Email:	
Payable to:	
Account/PO#:	
Street Address:	
City State Zip:	
Special Considerations:	

Delivery: <i>Select one</i>		Mail to Requestor
		Mail to Vendor
		Pick up at school office/PTO box – for use only under special time constraints

Committee:			
Chair:		Chair Signature:	

Description: <i>Please be specific</i>	1.		\$
	2.		\$
	3.		\$
	Total Amount Due:		

Approval – Office Use Only			
PTO Treasurer/President:		Date:	
Principal/Pastor:		Date:	
Check Number		Date Completed:	

NOTE: The Committee Chair, PTO Treasurer/President, and Principal/Pastor **must approve all expenses prior to reimbursement.** Exception: Petty cash must be approved in advance by the Treasurer. Please allow 5-7days for processing in order to obtain all signatures required for approval. August2011