

BSPTO PAYMENT/REIMBURSEMENT REQUEST

Name of Person Making Request

Date

Check Payable to (If Different)

Amount Requested

Street Address

Requestor Email Address

Items Purchased for Reimbursement (Receipts Required, Copies OK, attach)

Administrative Use

- Verify Budgeted or Approved
- Amount Matches Receipt
- Proper Signatures
- Entered to Quicken
- Check # _____
- Date _____
- Check Amount Matches Receipt

Signature of Person Making Request

All requests must be confirmed by a 2nd signer

Signature of 2nd Signer

Printed Name of 2nd Signer

Budget Category (If Known)

____ Administration	____ Art Literacy	____ Community Events	____ Cap. Improvements
____ Field Trips Grade : ____	____ Geo Quest	____ Fundraising Budgets	____ Staff Appreciation
____ School Support	____ Vol. Support	____ RFF Budget Items	____ Special Approvals
____ 5 th Grade Party	____ Teacher Fund	____ Other (please detail):	

BSPTO Expense Guidelines:

- 1) No expenditures are allowed without BSPTO authorization, unless they are approved budgeted items for the current school year
- 2) Expenditure requests, outside of budgeted items, must be brought to the BSPTO, at a monthly General Membership Meeting
- 3) Whenever possible, please provide notice of request to the BSPTO President, at least 1 week prior to the meeting, so time is allotted for discussion
- 4) All expenditure reimbursements must be identified for accounting purposes according to the event, budget item, or BSPTO approved activity
- 5) Any unapproved expenditures will not be reimbursed, and incomplete forms will be returned.

Deadline: Forms must be submitted no later than the last day of the school year; late forms will NOT be reimbursed. The BSPTO school year is July 1 through June 30 annually.