

St. Michael School PTO Faculty Reimbursement Form

In order to receive a reimbursement, please get approval from Jody Farrell, Principal, prior to the event for spending approval for funds other than PENNY POWER. Please collect receipts, complete this form, and return to the PTO Mailbox in the school office. **Reimbursements will not be made without Principal approval signature (for expenditures other than Penny Power) and receipts!**

The St. Michael School has tax exemption status with the state of Ohio. Please provide the exemption certificate to the vendor for any purchases made on behalf of the PTO. Copies of the exemption certificate are available from the PTO Treasurer.

The PTO will reimburse funds for budgeted and approved amounts excluding sales tax.

All requests for reimbursement must be submitted within 30 days of the expense.

Name _____ Date _____

Room Number _____

Penny Power Yes No (No Prior Approval Required)

Budget Category _____

Event _____

Amount _____

Budget Categories

Teacher In-Services
Field Trip Activities
Field Trip Transportation
Catholic Schools Week
Olympic Day
Misc - Please Specify

Description and Purpose of Expenditure

Budgeted Yes No

Principal Approval Signature _____

Maximum Purchase Amount \$ _____

For Treasurer Use

Date Form Received _____

Date Payment Processed _____

Check Number _____

Notes