

**OAK SCHOOL PTO**  
**REIMBURSEMENT & CHECK REQUEST FORM**

**PLEASE CHECK WHICH OF THE FOLLOWING APPLIES TO THIS CHECK REQUEST:**

- I am submitting a request for reimbursement for a payment I made associated with a school activity
- I am submitting a check request to pay a vendor for a school activity, and I will pick up the check in the PTO Treasurer folder to deliver to vendor
- I am submitting an invoice to be paid & mailed directly to a vendor by OAK PTO

**YOUR NAME:** \_\_\_\_\_

**COMMITTEE:** \_\_\_\_\_

**EXPENSE PURPOSE/DETAILS:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**MAKE CHECK PAYABLE TO:** \_\_\_\_\_

**MAIL CHECK TO FOLLOWING ADDRESS:**  
\_\_\_\_\_

**OTHER COMMENTS:** \_\_\_\_\_

*I have reviewed and approve this request and the attached receipts/vendor invoices.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please submit completed form, attach receipts/invoice, and leave in PTO Treasurer's folder.**

**Please allow up 2 weeks for reimbursement processing.**

***FOR PTO TREASURY USE ONLY:***

***Check Issue Date:*** \_\_\_\_\_ ***Check #:*** \_\_\_\_\_ ***Check Amount:*** \_\_\_\_\_

***Account Charged:*** \_\_\_\_\_

***Comments:***