

St. Thomas More School PTO Request For Reimbursement



Date:	
Name:	
Payable To:	
Address:	
Phone:	

* Mailing address or Kid's Mail

Date	Expense Category	Description**	Amount
Total:			\$ -

Signatures & Approvals	
Requester's Signature:	Treasurer's Approval:
President's Approval:	Principal's Approval:

Expense Categories	
Artist in Residence	Miscellaneous (Honey Baked Ham, Concessions)
Auction	MORE Love Hours (fka Parent Workday)
Catholic Schools Week	PTO Hospitality
Chick-Fil-A	PTO Operating Expenses
Christmas Greenery Sale	Read A Thon
Cultural Arts	Rock N Run
Curriculum Enhancements	Software/Computer
Family Connections (fka Parent Involvement)	Spiritwear
Field Day & Graduation	Teacher Appreciation (Monthly Lunches)
Food For Thought	Teacher Christmas
Gail Msezane Library Fund	Teacher Classroom
Guidance	Teacher Tuition
Gymnasium	

** Description Example: Prizes purchased for Read A Thon

Submit form and supporting receipts to PTO Treasurer, Laura Harrison, 770-493-9882, c/o John Henry 3-B or Katie 7-B