

St. Thomas More School PTO Request For Reimbursement

Date:	
Name:	
Payable To:	
Address:	
Phone:	

* Mailing address or Kid's Mail



Date	Expense Category (See List Below)	Description**	Amount
Total:			\$ -

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

Expense Categories	
Artist in Residence	Miscellaneous
Auction	Parent Involvement
Catholic Schools Week	PTO Hospitality
Chick-Fil-A	PTO Operating Expenses
Christmas Sale	Sally Foster
Cultural Arts	Science and Math Materials
Curriculum Enhancements	SCRIP
Field Day	Software/Computer Lab
Golf Tournament	Teacher Appreciation
Graduation Kindergarten and 8th Grade	Teacher Christmas
Guidance	Teacher Classroom
Gymnasium	Teacher Tuition
Magazine Sales	Workday

** Description Example: Prizes purchased for Sally Foster Raffle

Submit form and supporting receipts to PTO Treasurer, Margie Crawford, 404-373-0228