



PTO MONEY REQUEST FORM
Teachers and Members

TODAY'S DATE:
PERSON REQUESTING:
EVENT & GRADE LEVEL:
DATE OF EVENT:

PLEASE CHECK ONE:

CASH - AMOUNT NEEDED:
CHECK - PAYABLE TO:
PLEASE MAKE CHECK OUT FOR THIS AMOUNT: \$
PLEASE LEAVE AMOUNT BLANK

For Field Trip Deposits & Final Payments

- Please submit this form to Elizabeth Wilson as soon as dates and costs are known.
Drop off to PTO Mailbox or Scan in and Email Treasurer@KernsvillePTO.com.
Field Trip final payments will be issued (1) week prior to the trip.
Please submit ALL receipts to Elizabeth 48 hours after event.
Drop off to PTO Mailbox or Scan in and Email Treasurer@KernsvillePTO.com.

For PTO Expense Reimbursement

- Please submit this form with ALL receipts to Elizabeth Wilson.
Please submit ALL receipts to Elizabeth 48 hours after event.
Drop off to PTO Mailbox or Scan in and Email Treasurer@KernsvillePTO.com.
Receipts required for reimbursement.

Please allow a 2 week turnaround time for all requests.

Thanks!
Elizabeth Wilson, PTO Treasurer
Treasurer@KernsvillePTO.com