



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.org.
- 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.org.

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.org.
 - Receipts required for reimbursement.

Please allow a 2 week turnaround time for all requests.

Thanks!

Elizabeth Wilson, PTO Treasurer
Treasurer@KernsvillePTO.org