Purchase/
Expense Request Form

The PTO Executive Board meets monthly on the first Thursday at 9:30am. The board must vote on all spending and will do their best to respond to requests in a timely manner. Please note that requests received between meeting dates will be discussed at the following board meeting.

The purpose of this form is to provide sufficient information for the PTO Executive Board to review requests made outside of standard PTO spending opportunities (Teacher Allocations, Innovation Grants, etc). Examples of requests that should be submitted using this form are: Visiting authors and artists, leadership group purchases, printer ink, special grade projects, earbuds/headphones for a class etc.

Directions

Please complete this form, and submit it along with all quotes and/supporting documents to the Co-Treasurers via one of the following methods:

1. scan and e-mail to Sara at the address below OR
2. place in the PTO basket located in the school's office.

If you want to deliver it directly to the Co-Treasurers, please call/text Sara at 614-530-8511

Sara Guster, saraguster1@gmail.com Elin O'Neill, ebschoenfelder@hotmail.com

Today's Date: _____ Date of Event/Date Item Needed: _____

Staff Member: _____ E-mail/Phone: _____

Description of Request (all quotes and documents must be attached)

Event or Item: _____

Staff/Students to Benefit: _____ Cost: $ _____

Will this be a recurring expense? (please circle) Yes No Recurring Cost: $ _____

How often? (Please circle) Monthly Yearly **Total Cost of this Event or Item: $** _____

Please select payment method:

☐ I will be reimbursed ☐ I will help arrange Direct Payment to Vendor

CO-TREASURER'S USE ONLY

Board Approved: _____ Board Declined Approval: _____

Date Recvd: _____ Date Reviewed: _____