

N. Barrington School PTO

Receipts

The top copy of this form must accompany any receipts (cash or checks) turned into the PTO Treasurer. Please keep the bottom copy for your file/binder.

Name: _____

Event: _____

Date: _____

Total cash \$ _____

Total checks \$ _____
(Please attach adding machine tape)

Total amount submitted \$ _____

PTO treasurer use
Amount received: \$ _____

Date deposited: _____

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Top copy: Treasurer Bottom copy: For file/binder

N. Barrington School PTO

Expense Reimbursement

To receive reimbursement for expenses related to PTO Activities:

1. Please complete the information requested on this form,
2. Attach all related receipts or bill,
3. Submit top copy of form to PTO Treasurer, retain bottom copy for your file/binder.

Important Note:

1. *Unusual expenditures or expenditures above the amount budgeted for a given function or activity must have prior PTO Board approval.*
2. *Tax-exempt letters are available from the Treasurer and should be submitted to merchants when sales tax of more than \$1.00 would be due.*

Your Name: _____ Date: _____

Your Job: _____

Function/Activity to Which Expense is related:

Descriptions of Expense

Amount

Payable to:

Your Signature: _____

(For Treasurer Use)

Date Received: _____

Date Paid: _____

Check # _____

Amount: _____

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