



Grandview K-6 PTO



Reimbursement/Invoice/Cash Box/Deposit Form

REIMBURSEMENT (including up-front requests for funds to be followed by submission of receipts, return of any excess funds or requests for further reimbursement). Please ATTACH ALL RECEIPTS:

<u>AMOUNT</u>	<u>STORE</u>	<u>COMMITTEE/ACTIVITY</u>
\$ TOTAL		

Check Payable to _____ Mail Check To _____

INVOICE - Please ATTACH INVOICE:

<u>AMOUNT</u>	<u>SUBMITTED BY</u> (list your name & phone number)	<u>COMMITTEE/ACTIVITY</u>

Check Payable to (list vendor's name) _____

Mail invoice and Check to _____

(List vendor address, unless listed on invoice already)

Please submit **REIMBURSEMENT** requests and **INVOICES** by: (1) placing in Treasurer folder in the PTO "Mailbox" in the School Office, OR (2) Mailing to Treasurer: Rebecca L. Ryan, 1151 Oakland Ave., Columbus, Ohio 43212

(For use by Treasurer: Check No. _____, mailed or delivered on _____)

CASH BOXES AND DEPOSITS

1. Request for currency and coin for **CASH BOX**:

<u>AMOUNT NEEDED</u> (please indicate types of currency/coin needed, if possible)	<u>COORDINATOR OF FUNDS</u>	<u>COMMITTEE/ACTIVITY</u>

2. **DEPOSIT**: Committee/Activity _____ Coordinator of Funds _____ Phone No. _____

<u>TYPE</u>	<u>AMOUNT</u>	<u>SIGNATURE</u>
Currency	\$ _____	
Coin	\$ _____	
Checks (remove staples)	\$ _____	
TOTAL	\$ _____	

(Where applicable, please include CASH BOX funds in TOTAL funds submitted for deposit)

TO ARRANGE TO RECEIVE OR SUBMIT FUNDS:

Please contact Treasurer Rebecca L. Ryan, 1151 Oakland Ave., Columbus, Ohio 43212, 487-8249, rebeccalearyan@gmail.com

(For use by Treasurer: Funds received on ___/___/___.

Variance, if any, from TOTAL state above \$ _____)

NOTE: This form is to be used for pre-approved/budgeted activities. To request funding for a new activity, complete a *Request for Funds* form that can be found in the PTO "Mailbox" or on the web page – www.grandviewpto.net. Place the completed form in the President's Folder in the PTO "Mailbox." Or, you can contact President Brian Milner at 507-9333, brianmilner@columbus.rr.com with your new request. IF YOUR REQUEST IS TIME SENSITIVE, contact the Treasurer or President directly. GENERALLY, REQUESTS ARE COMPLETED WITHIN 5-7 DAYS OF RECEIPT.