

EILLMS 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: Mary McCarron, 1284 W. 1st Ave., Columbus, Ohio 43212; marykmcc@mac.com, 614-592-6197

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

CASH BOXES & DEPOSITS

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

<u>AMOUNT NEEDED</u>	<u>COORDINATOR OF FUNDS</u>	<u>COMMITTEE/ACTIVITY</u>

2. **DEPOSIT:** Committee _____

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 Mary McCarron marykmcc@mac.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.