

ZMS PTO

REIMBURSEMENT/CHECK REQUEST

****No checks will be issued without receipts. No sales tax will be reimbursed.****

Check requests must be submitted with receipts within 45 days of purchase or last day of school.
Email notification will be sent when checks are ready for pick up from Treasurer's slot in PTO mailroom.

YOUR NAME:	DATE SUBMITTED:
EMAIL:	PHONE:
REASON FOR CHECK:	

Included in annual budget -or- Approved at meeting Date:

	COMMITTEE/CATEGORY TO CHARGE	AMOUNT
1		\$
2		\$
3		\$
	CHECK TOTAL	\$

CHECK PAYABLE TO:
ADDRESS OF PAYEE:

APPROVED(TREASURER)	DATE	APPROVED(PRESIDENT/VICE PRESIDENT)	DATE
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Submit to:
Attn: PTO TREASURER
ZMS Office
900 North Ford Road
Zionsville IN 46077

To be completed by Treasurer:
Check # : _____
Check date : _____
Logged