

# PAYMENT REQUEST FORM

Condit Elementary PTO

## Form Instructions:

- 1) Please complete the entire form (front & back)
- 2) Staple or clip receipts to this form
- 3) Select the budget line for this expense - see back of this form
- 4) Please allow 2 weeks for reimbursement
- 5) Contact the Treasurer with any questions - [conditptotreasurer@gmail.com](mailto:conditptotreasurer@gmail.com)

Date: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone no: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

## Method to receive check:

- 1) Return check to PTO box: \_\_\_\_\_
- 2) Send check home with child (child & teacher name): \_\_\_\_\_
- 3) Invoice sent to vendor for payment (look for check in the mail): \_\_\_\_\_

Expense details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*"I acknowledge that all expenses listed above are true and correct and were incurred for the benefit of Condit Elementary and hereby request to be reimbursed for these expenses".*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date



*Please complete the back portion of this form*



# PAYMENT REQUEST FORM

Condit Elementary PTO

## CONDIT ELEMENTARY PTO - BUDGET CATEGORIES

**ONE category must be selected for all income & expenses that you are submitting**

INCOME ITEMS: *these committees generally make money for the PTO*

- |  |   |
|--|---|
| <input type="checkbox"/> 1005 · Bellaire Fun Run       | <input type="checkbox"/> 1091 · RFTS - Business     |
| <input type="checkbox"/> 1008 · Book Fair              | <input type="checkbox"/> 1092 · RFTS - Family       |
| <input type="checkbox"/> 1010 · Box Tops               | <input type="checkbox"/> 1100 · School Spirit Store |
| <input type="checkbox"/> 1030 · Directory Messages     | <input type="checkbox"/> 1110 · School Supplies     |
| <input type="checkbox"/> 1040 · Fall Carnival          | <input type="checkbox"/> 1120 · Snow Cones          |
| <input type="checkbox"/> 1050 · Family Fun Night (FFN) | <input type="checkbox"/> 1125 · Sociables           |
| <input type="checkbox"/> 1060 · Kinder/1st Social      | <input type="checkbox"/> 1130 · T-shirts            |
| <input type="checkbox"/> 1070 · Membership             | <input type="checkbox"/> 1140 · Student Fundraiser  |
| <input type="checkbox"/> 1080 · Yard Sign              | <input type="checkbox"/> 1150 · Yearbook            |
| <input type="checkbox"/> 1081 · Condit Night Out (CNO) | <input type="checkbox"/> 1160 · 100 Year Gala       |

EXPENSE ITEMS: *these committees generally spend PTO money*

- |   |   |
|---|---|
| <input type="checkbox"/> 2050 - Teacher Stipend               | <input type="checkbox"/> 3190 - Music               |
| <input type="checkbox"/> 3010 - Accelerated Reader (AR)       | <input type="checkbox"/> 3195 - Name that Book      |
| <input type="checkbox"/> 3015 - AR Systems/Software           | <input type="checkbox"/> 3205 - No Place for Hate   |
| <input type="checkbox"/> 3020 - Art Supplies                  | <input type="checkbox"/> 3210 - Nurse               |
| <input type="checkbox"/> 3025 - PTO Socials                   | <input type="checkbox"/> 3225 - Odyssey of the Mind |
| <input type="checkbox"/> 3030 - Beautification                | <input type="checkbox"/> 3230 - Physical Education  |
| <input type="checkbox"/> 3050 - Computer/Technology           | <input type="checkbox"/> 3250 - Safety Patrols      |
| <input type="checkbox"/> 3051 - PTO Technology                | <input type="checkbox"/> 3260 - Science 4th         |
| <input type="checkbox"/> 3053 - Constant Contact (Happenings) | <input type="checkbox"/> 3270 - Science 5th         |
| <input type="checkbox"/> 3060 - Directory                     | <input type="checkbox"/> 3280 - Science Box         |
| <input type="checkbox"/> 3090 - Field Day                     | <input type="checkbox"/> 3290 - Shelter in Place    |
| <input type="checkbox"/> 3110 - Fifth Grade Graduation        | <input type="checkbox"/> 3320 - Staff Appreciation  |
| <input type="checkbox"/> 3140 - Grade Level Wish List         | <input type="checkbox"/> 3330 - Student Enrichment  |
| <input type="checkbox"/> 3150 - Hospitality                   | <input type="checkbox"/> 3347 - UIL                 |
| <input type="checkbox"/> 3170 - Interior Display              | <input type="checkbox"/> 3350 - WITS - 3rd Grade    |
| <input type="checkbox"/> 3180 - Library                       | <input type="checkbox"/> Other: _____               |