

**King PTO (2017-2018)
REIMBURSEMENT/PAYMENT REQUEST FORM**

Receipts are required for all reimbursements - PLEASE ATTACH TO THIS FORM. Vendor invoices or order forms are required for direct payments to the vendors. King PTO will not reimburse for sales tax. Tax exempt letters can be obtained to insure you are not charged for sales tax for your purchases. Please contact Brian Weisman (734-665-1454; brian@columbiaasset.com), PTO Treasurer, if you have questions. Please return this form with receipts/invoices within 60 days of original purchase date to the PTO Treasurer's mailbox.

Name: _____ **Date:** _____
Email Address: _____ **Phone Number:** _____
Payee (Name on Check): _____
Address to which check should be mailed (if necessary... indicate King School box otherwise): _____

Circle one: **REIMBURSEMENT** **DIRECT PAYMENT (to vendor)**

Budget Code (see below)	Description	Amount
Total:		

Budget Categories/Codes

- | | | |
|-----------------------|---|-----------------------------------|
| Mini-Grant (MG) | 5 th grade graduation (5 th) | Silent Auction (SA) |
| Administrative (AD) | Appreciation Event (AP) | Used Book Fair (UBF) |
| Assembly (A) | Turkey Trot (TT) | Scholastic Book Fair (SBF) |
| Directory (D) | Composting (C) | Ice Cream Social (ICS) |
| Safety Program (SAF) | Bagels & Buns (BB) | 5K Run (5K) |
| Space Camp (SC) | Popcorn Fridays (PF) | Store Certificates (SCS) |
| Student Council (STU) | SCIENCE/WESO (SN) | Other (O) - Please Describe Above |
| Healthy Kids (HK) | Learning Garden (KLG) | |

(Under normal circumstances, receipts submitted to the PTO box by Thursday will be processed by the following Friday. If you have special circumstances - please contact Brian.) Please note that all items purchased are exclusively for the use of King students and staff and are property of King.