**King PTO (2019-2020)**

**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 Tim Pinto (773-529-9827; tpinto@umich.edu), 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) Silent Auction (SA) Administrative (AD) Appreciation Event (AP) Book Fair (BF) Turkey Trot (TT) Ice Cream Social (ICS) Bagels & Buns (BB) Space Camp (SC) Science Olympiad (SN) Learning Garden (KLG) Field Trips (FT) Other (O) – If you are unsure or none of the above codes apply, use (O) and simply describe above

(Under normal circumstances, receipts submitted to the PTO box will be processed within about two weeks. If you have special circumstances – please contact Tim Pinto.) Please note that all items purchased are exclusively for the use of King students and staff and are property of King.