2020 - 2021 Hampton High School PTO
Check Request/Reimbursement Form

To receive a check for purchase, payment, or reimbursement please complete this form, attach all receipts, and place in the PTO mailbox office to the attention of ***"Autumn Gindlesperger, PTO Treasurer"***.

***For bookkeeping purposes, please submit all reimbursement requests and receipts no later than July 20, 2021.*

Funds requested by:

Date:

Grade / Department / Committee:

Description of purchase:

Check needed for: ❑ Purchases / Payment

❑ Reimbursement

Is this for an approved grant request? ❑ yes ❑ no

==========

Check should be made payable to "_____"

Amount of check: _____ Date check is needed: _____

Where check should be returned: _____

If you have any questions, please contact:

Autumn Gindlesperger ***(724)939-7255*** ***autumnsteve0110@gmail.com*** ***(Treasurer)***
Michelle Solkovy ***michelle.solkovy@gmail.com*** ***(Asst. Treasurer)***

For PTO Treasurer Use Only:

Date Check Written: _____ ***Check #:*** _____ ***Amount:*** _____ ***Grant #:*** ___