

## Cherry Creek Academy PTO Request for Funds / Reimbursement Form

**Directions:**

- *Fill in all information. (Incomplete forms will cause delay in processing)*
- *Attach invoice or all receipts.*
- *Place in PTO President's box in front office.*

Date Submitted: \_\_\_\_\_ Check Needed By: \_\_\_\_\_

Activity, Fund or Budget Description: \_\_\_\_\_

Requested By: \_\_\_\_\_ Position: \_\_\_\_\_

Phone : \_\_\_\_\_ E-Mail: \_\_\_\_\_

Description and Purpose:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETAIL**

Item:	Cost:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Amount Requested: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Deliver To/Address: \_\_\_\_\_

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**To be Completed By Treasurer/President**

Check Number/Amt/Date: \_\_\_\_\_

Approved by PTO President: \_\_\_\_\_ Date \_\_\_\_\_