

**Washington Elementary Parent Teacher Organization
5675 Eiterman Road, Dublin OH 43016**

Request for Check or Reimbursement

Requestor to Complete This Section

Request Date: _____ / _____ / _____ Amount: \$ _____ . _____ Date Needed (if applicable) _____ / _____ / _____

Requested by: _____ Payable to (if different): _____

Requester's Phone #: _____ Requester's Email address: _____

- Place in PTO Mailbox Place in Staff mailbox Send home with child _____
Child's name & classroom
- Mail to: _____

Notice Regarding Sales Tax: Because the PTO, as a charitable organization, is exempt from Ohio sales tax, you should use the PTO's tax exempt certificate when making taxable purchases for the PTO. When using the tax exempt certificate, items purchased for the PTO must be purchased separately from personal items. It is against the law to use the PTO's tax exempt certificate when purchasing personal items.

<u>Budget Category</u>	<u>Description/Amount</u>	<u>Budget Category</u>	<u>Description/Amount</u>
<input type="checkbox"/> <i>Artist in School</i>	<input type="checkbox"/> <i>Spirit Wear</i>
<input type="checkbox"/> <i>Bereavement</i>	<input type="checkbox"/> <i>Spirit Nights</i>
<input type="checkbox"/> <i>Bookroom</i>	<input type="checkbox"/> <i>Staff Appreciation</i>
<input type="checkbox"/> <i>Donations</i>	<input type="checkbox"/> <i>Teacher Support</i>
<input type="checkbox"/> <i>Field Days</i>	- <i>Teacher Name/Grade</i>
- <i>Supplies</i>	<input type="checkbox"/> <i>Walk-A-Thon</i>
<input type="checkbox"/> <i>Fifth Grade Party</i>	<input type="checkbox"/> <i>Fun--4-All</i>
<input type="checkbox"/> <i>Gift Card Sales</i>	- <i>Games</i>
<input type="checkbox"/> <i>Market Day</i>	- <i>Raffle</i>
<input type="checkbox"/> <i>Mini-Grant</i>	- <i>Silent Auction</i>
- <i>Teacher Name/Grade</i>	- <i>Tickets</i>
<input type="checkbox"/> <i>PTO Mgmt Expenses</i>	- <i>Food/Drink</i>
<input type="checkbox"/> <i>PTO Events</i>	<input type="checkbox"/> <i>Other</i>
<input type="checkbox"/> <i>Publishing Shop</i>	<input type="checkbox"/> <i>Other</i>
<input type="checkbox"/> <i>Room Parent/Class Parties</i>	<input type="checkbox"/> <i>Other</i>
- <i>Teacher Name/Grade</i>	<input type="checkbox"/> <i>Other</i>
- <i>Teacher Name/Grade</i>	<input type="checkbox"/> <i>Other</i>

Treasurer's Use Only

Approved by: _____ Treasurer Budgeted Item

Approved by: _____ Assistant Treasurer Non-budgeted Item obtain board approval

Check #: _____ Check Date: _____ QuickBooks Account #: _____