SMS PTO PAYMENT REQUEST

Attach to Receipts & put in PTO Treasurer box.

- Receipts will NOT be returned
- Please get approval from Committee Chair before submitting (as appropriate).

Date Submitted:

Pay To Name:

Return to White Envelope Last Name/Class:

PTO Committee/Budget Item
(ie. Room Mom – Room 1D)

Total $ Amount:

If Multiple Receipts, List individually below &/or on back -including: Store Name, Date, Amount

Co-room parent approval if
for Room Parent Expense: