For timely payment, please fill out the form below completely, and include copies or scans or pictures of receipts with the form and email to [**Treasurer@VLMPTO.org**](mailto:Treasurer@VLMPTO.org)and cc: [President@vlmpto.org](mailto:President@vlmpto.org). (form and receipts may be left at office, but may take longer for reimbursement)

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| --- | --- | --- | --- |
| Date |  | | |
| Budget Category |  | | |
| Submitted by |  | | |
| Phone |  | | |
| Email |  | | |
| Send Check/Venmo to (name) |  | | |
| Address/City/State/Zip |  | | |
| **Description of Purchase** | |  | **Amount** | |
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|  | |  |  | |
| **Total** | |  |  | |

**Circle/Highlight associated PTO program:**

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| --- | --- | --- |
| Back-to-School Night  Bingo Night  Flick on the Field  Spring Fling  Community Day  Cultural Enrichment  Art Print  Helping Hands Field Day Landscaping Media/Technology | Mind, Murray, Magic (M3)  Literary Mag. Staff Gifts  New Family Hospitality  Teacher Hospitality  Teacher Appreciation Week Scholarships/Field Trips After-School Tutorial  PTO Administration PTO  Printing/Mailing | Special Grants  Classroom Teacher Stipends  Office Stipends  Resource Teacher Stipends  Art  Music  Reading  Other (specify):  Other (specify): |

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| --- | --- | --- | --- | --- | --- | --- |
| Treasurer Use Only | | | | | | |
| Check Number |  | | Amount |  | Date |  |
| Budget Category | |  | | | | |