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**and cc: President@vlmpto.org. (form and receipts may be left at office, but may take longer for reimbursement)

|  |  |
| --- | --- |
| 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:**

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

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