

# TILLMAN PTO MONEY REQUEST

The purpose of this form is to request cash box funds, reimbursement, or checks made payable to vendors. Please be sure to purchase all PTO items with Tillman's sales tax exemption letter. Copies are available in the Treasurer's Box located in Tillman's Main Office. The PTO does not reimburse sales tax. Money Request Forms may be submitted directly to a PTO Treasurer, placed in the PTO Treasurer folder in the Tillman main office, or e-mailed to *tillmanptotreasurer@gmail.com*.

## Event Information

Event/Committee Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event/Committee Chair: \_\_\_\_\_

Chair's Email Address and Phone  
Number: \_\_\_\_\_

## Purpose of Request

I am requesting (check one):

**Cash Box Money**—The treasurer assumes funds are needed 24 hours prior to the event listed above, unless otherwise indicated. If necessary, please indicate specific money amounts needed below.

Miscellaneous change: \_\_\_\_\_ Ones: \_\_\_\_\_ Fives: \_\_\_\_\_ Tens: \_\_\_\_\_ Twenties: \_\_\_\_\_

**Reimbursement Check**—Please attach a receipt.

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

Mailing Address: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

How Were These Funds Used? \_\_\_\_\_

**Check Payable to Vendor**—Please allow 5 days turnaround time. PTO by-laws state that the Board must vote to approve non-budgeted requests above \$500, which may require additional time. Receipt or invoice must be submitted to treasurer upon purchase.

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

Mailing Address: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

How Were These Funds Used? \_\_\_\_\_

## For Treasurer's Use

Date Paid:	_____
Check Number:	_____