



2022-2023

REIMBURSEMENT and CHECK REQUEST FORM

REQUESTED BY: _____ PHONE NUMBER (Required) _____ DATE _____

Venmo Handle (Preferred) or Check Payable to:	
Child's Homeroom:	
or Mailing Address*	

**if return by mailing is preferred*

Item(s)/Event	Where Purchased	Amount

EXPENSE TO BE CHARGED TO (please circle one) Total Amount Due: \$ _____

500 PTO Operating Expenses	556 Math/Academic Programs	563 Library/Book Fair
500F Beautification	557 Power of the Pen	409 Document Deconstruction
501 PTO Special Projects	560 Junior High Dances	403 School Supply Program
540D Welcome Back Sunday	560 8 th Grade Square Dance	407 Fall Fundraiser: Mum Sale
520D Grandparents Day	560 8 th Grade Graduation	406 Christmas Boutique
521 Catholic Schools Week	560 Confirmation	408 Fall Event: Ladies Night Out
522 First Communion / Jesus Day	561 Fine Arts/ Drama / Music	420 Ladies Fashion Show
524 Olympic Day	563 Library/Book Fair	421 Father/Daughter Dance
523 Mothers Day – 1 st Grade	564 Playground Equipment	422 Mother/Son Event
540 New Family	565 Health and Wellness	423 Mother/Daughter Tea
550 Teacher Allocations	570A Teacher Gift- Beginning of Year	424 Father/Son Event
552 Teacher Seminars	570C- Teacher Gift - End of Year	430 Spiritwear
553 Field Trips/Principal Projects	571 Staff Christmas Fund	525 Veterans Day Celebration
555 Science Programs	Other:	

ALL REIMBURSEMENT REQUESTS AND CHECK REQUESTS NEED TO BE ACCOMPANIED BY RECEIPTS. PLEASE ATTACH RECEIPTS AND/OR INVOICES TO THIS FORM.

For timely reimbursements, place form and receipts in an envelope and leave in the Treasurer's box in the School Office. Or mail form with attached receipts to: Lindsay Eveler/ PTO Treasurer/ 6767 Bennett Rd/Cincinnati, OH 45230

PTO USE ONLY

DATE PAID _____

CHECK NUMBER _____

INVOICE # _____

AMOUNT PAID \$ _____