



Eagle PTO Payment Approval Form

This form is to be used for a personal reimbursement or payment to a third party, and must be completed in its entirety. To be reimbursed, a receipt or invoice must accompany this form. Questions can be emailed to ptoeaglezcs@gmail.com

Voucher Request Date:

Fiscal Year:

Please make check payable to:

Address:

Total Amount Requested:

(Eagle PTO is a 501c3 organization and is exempt from paying sales tax. Please use the Tax Exempt Number to avoid tax. It is our policy NOT to reimburse for sales tax paid.)

Please list the account category(s), the appropriate account name(s) from the list on the back of this page and the amount of expense. If the expenses are to be split between different account numbers, list each account name with the appropriate amount separately.

<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>
Account Category	Account Name	Amount

Explanation of Expense:

<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>
Account Category	Account Name	Amount

Explanation of Expense:

Requested by:

Signature Required

Printed Name:

Categories are **BOLD**. Account Names are *ITALICIZED*.

Birthday Book Club

Book Fair

Fall Book Fair
Spring Book Fair

Box Tops

Eagle Extravaganza

Dinner
Games/Crafts
Silent Auction
Concession Stand
Other (explain)

Grants

Teacher Grants
Student-Led Grants

Jog A Thon

Enrichment

3rd Grade Book Club
4th Grade Book Club
Running Club
Clubs: _____
Music in Residence
School Play
Special Projects:
1st Grade Blank Books
*1st Grade Illustrator/
Storyteller*
1st Grade Thanksgiving
ESGI (Kinder)
Field Trip
History Program (4th)
Library
Science Bowl
Sharks (3rd)

Grade Level Grants

Pre-K: Hlade
Pre-K: Money
K: Johnson
K: Weaver
K: Wietholter
1: Marshall
1: Werner
1: Wright
2: Grathwohl
2: Hons
2: Schmidt
2: Spencer
3: Grant
3: Knox
3: McKinley
4: Slack
4: Lemons
4: Shubat

Specials Grants

Art: Zack
Library: Ottinger
Literacy: Brent
Music: Giltner
Special Needs: Merriman
Special Needs: Jackson
Special Needs: General
Speech: Plawecki
STEM: Miller

Hospitality

Ice Cream Social
Professional Development Meal
Veterans Day
Bus Driver Treats
Other (explain)

Operations

Laminating Supplies
Office Supplies
Student Directory

Principal Discretionary

PTO President Discretionary

Student Services

Field Day
Hot Chocolate Day

Teacher Services

Teacher Appreciation
Teacher/Staff Gifts
Other (explain)