



POE Elementary PTO Check Request/Reimbursement Form

This form is used to request a check or reimburse expenses throughout the year. Please attach all necessary support. Please remember to provide to vendors the Texas Sales Tax Exemption Certificate.

Date	
Submitted By	
Phone # (in case of questions)	
Position or Title	
Amount	
Budget Category	
Description	
Make Check Payable To	

Check will be place in the appropriate PTO mailbox, to be distributed by the Committee Chair, to the Payee. Indicate her if you have different instructions:

Approvals (if needed)

Committee Chair (expenses under \$100)	
Executive Committee Chair (expenses over \$100)	
Principal (All Poe Staff)	

For Treasurer's Use Only

Check No.	
Amount	
Date	

It is the policy of the Houston Independent School District and Poe Elementary not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.