

Nova PTO *Disbursement Form*

(To be used with all outgoing payments)

*******PLEASE ATTACH RELEVANT PAPERWORK OR INVOICES TO THIS FORM*******

Date: _____

Check payable to (Company or person): _____

Address (if to be mailed): _____

Amount: _____

Description: _____

INCLUDED IN ANNUAL BUDGET or APPROVED AT MEETING (DATE: / /)
(see below)

Budget Category: (please check one)

○ Upper Campus Program Support	○ Teacher/Staff Appreciation
○ 6-9 winter event	○ Teacher Grants
○ 8 th grade Honors	○ Volunteer Appreciation
○ Ascot	○ Recess Equipment
○ S o L/R Student Senate	○ Faculty/Staff Event
○ Upper Campus Drama	○ Yearbook
○ Ice Cream Social	○ Nova Family Directory
○ K-1 Potluck	○ End of Term Treats
○ Great Gatherings	○ Garden
○ Grandparents/VIP Day	○ Coffee Social Supplies
○ Carnival/Book Fair	○ NPTO Office Supplies (paper, pencils, etc)
○ Lower Campus Legacy Event	*****

Authorization: (Chair or Treasurer) _____ **Date Reviewed:** _____

Date paid: _____ **Check Number:** _____