Nova PTO *Reimbursement Form*

(use this form to be reimbursed for expenses incurred while planning or executing PTO sponsored events)

*******PLEASE ATTACH ALL RECEIPTS TO THIS FORM*******

Date: _____

Check payable to (Company or person): _____

Address (if to be mailed): _____

Amount: _____

Description:_____

_____

_____

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

Budget Category: (please check one)

◦ Upper Campus Program Support	◦ Teacher/Staff Appreciation
◦ 6-9 winter event	◦ Teacher Grants
◦ 8th 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:** _____