

To be filled by Treasurer
Check #:
Amount:
Date:

Davis Middle School PTO

Reimbursement Request / Cash Deposit Form

DMS PTO is a non-profit, tax exempt organization. You should not pay sales tax on purchases made for PTO Purposes. Tax exempt forms are available in the PTO files in the PTO mailbox.

1. To be reimbursed, please complete this form. Attach all your invoices and submit to the PTO Treasurer via the PTO mailbox or hand it to the Treasurer at the monthly PTO meeting for immediate reimbursement.
2. Please keep a copy for your records.
3. Your check and any correspondence will be returned via the PTO mailbox or your DMS mailbox.

Funds requested by: _____ Date: _____

Amount Requested: _____ Make Check Payable to: _____

Phone: _____ Email: _____

Description of items or services purchased: _____

Is this a budgeted expense? Yes / No

If this is not a budgeted expense, please provide the date the PTO Board approved this expense: _____

Category (please select a check box):			
Expenses:		Income:	
6 th / 7 th / 8 th Grade Classroom Support (please circle one)		Academic Yard Signs	
8 th Grade DC Trip		Arts & Music Festival	
8 th Grade Irish Way Celebration		Box Tops	
Artwork Framing		Donations	
Breakfast for Testing Week		Fall Festival	
Building Beautification		Fall Fundraiser	
Grant Request		Retailer Rewards	
Incoming 6 th Grade Welcome Gifts		School Store Sale	
Irish Spotlight Meals		School Supply Sale	
New Student Lunch		Spirit wear	
PBIS Irish Way T-shirts		Walkathon	
Performing Arts Support		Other Income (please specify)	
PTO Sponsored Speakers			
Related Arts			
Social Events / Outreach			
Staff Appreciation			
Other Expenses (please specify)			
Treasurer Expenses:			
DMS Athletics			
Business Expenses (please specify)			
PERC Donation			
Irish Way Scholarships			
PTO President's			

If you have any questions or need additional information, please contact Davis PTO Treasurers:

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