



Carnegie Vanguard High School PTO

Teacher or Department Materials (\$300/teacher) Reimbursement Form/Check Request

Name:		Grant Request attached	
Email (for contact purposes):			
Project Description/Event Name:			
Date Submitted:	Date needed: <small>(If not reimbursement)</small>	Amount requested:	Amount Granted: <small>(To be filled in by PTO)</small>
Reason for Reimbursement/Check:			
PTO Discretionary Allocation		Club Support	Special Project
Cash:	Cash received by: <small>(Print Name)</small>	Signature:	Date:
Check: Made payable to: Name above Other: _____			
Address of payee: Send to CVHS Mail to address below			
Address to mail:			
City, State, Zip code:			

Please attach all invoices/receipts.

Approvals:

PTO Officer Name (Please Print) / Signature	Date
PTO Officer Name (Please Print) / Signature	Date

For Treasurer's Use Only

Committee or Fund: _____ Check #: _____ Date: _____