

Urbandale Middle School PTO Spending Guidelines and Expense Reimbursement Form

Guidelines

1. Committee chairs will be given a spending limit, based on the member-approved budget. Expenditures beyond that limit will require approval by the PTO Board.
2. When purchasing items for PTO, you may pay for items in the following ways:
 - a. You may pay for the items up front and request reimbursement.
 - b. If purchasing products at Hy-Vee and wish to use our Hy-Vee charge card, please see Tiffany Zmolek in the office to pick up the charge card. **Save the receipts and submit them with the form below.** The form is needed for the expense details.
 - c. In some situations you may request a purchase order through our Co-treasurer, Kelm or Diane. For situations in which you will need a check to make payment at an event (for instance, DJ's at a class party), please submit a purchase order request **two weeks** prior to the event, so the check can be ready for pick-up before your event.

To receive reimbursement for expenditures, please:

1. Attach receipts to this form.
2. Turn in completed form and receipts to the PTO Co-treasurers, Kelm Brueschke or Diane Chalfant-Drury, or put in the PTO mailbox in the office.
3. Reimbursement check will be mailed to you.

UMS PTO Request for Reimbursement

Please note: All receipts must be attached to this completed form and turned into PTO Treasurer Kelm Brueschke or placed in the PTO mailbox in the UMS office. Receipts turned into the office without this form cannot be reimbursed.

Name of Event: _____ Event Date: _____

Vendor	Purchase Date	Description and Purpose	Amount

Were these items purchased using the Hy-Vee charge card? YES (no reimbursement requested) NO

Your name: _____

Your address: _____

Your phone number: _____ Your e-mail: _____

Contact:

UMS PTO Co-Treasurers: Kelm Brueschke kelmbrueschke@gmail.com 515.321.2761
 Diane Chalfant-Drury mdrury817@earthlink.net 515.491.3116

For Office Use Only

Paid Via (check one)					
	Wells Fargo Checking Acct. Acct. #: 4122367667	Check #:		Date:	
	PTO General Acct. Acct. #: 4-91-2209-000-950-8230-8499	P. O. #:		Date:	