

Fire Ridge Elementary PTO Income/ Expense Report

Date: _____
Submitted by: _____

Phone Number: _____
Email Address: _____

Request for Expense Reimbursement

Total Amount:

Note: Must attach all receipts to receive reimbursement

Description of Expense: _____

Please split amount into appropriate budget categories below:

Budget Category	Amount
Art Class Supplies	
Box Tops	
Carnival	
Classroom parties	
Community Outreach	
Conference Meals	
Directory	
Educational Events	
End of Year	
EPSF Scholarship	
Falcon Events	
First Day of School	
Holiday Gift	
Hospitality	
Instructional Support-Teachers	
Instructional Support-Technology	
Landscaping	
Library Request	
Miscellaneous	
Outdoor Decorating	
Outdoor Education	
PTO Management	
Safety/Traffic	
Staff Appreciation	
Walk-a-thon	
Website Expense	
Yearbook	

Pay pal
I prefer a check **Address:** _____

Income Report

Total Amount to Deposit:

Amount in Cash :

Amount in Checks:

Description: _____

Please split amount into appropriate budget categories below:

Budget Category	Amount
Box Tops	
Carnival	
Community Events	
Directory	
Target Card	
Walk-a-thon	
Yearbook	
Other (please describe)	

For PTO Treasurer use only			
Date Received			
Date of Transfer			
Check #	Date		
Deposit Date			

Due to changes in the policy, if you do not have a mailbox at the school, the payment will have to be mailed to your house.

Please email to Kelli Tierney at kelli.tierney@gmail.com or place a printed copy in the PTO drawer in the "PTO Treasurer" envelope. If emailing, please scan and email receipts or place in envelope in the PTO drawer with your name and phone number.