

Westfield Intermediate & Middle School PTO

WIMS PTO Purchase Authorization / Reimbursement Form

Payee: _____ Method of Payment

Requested By: _____ Remit upon receipt of invoice

Date: _____ Pre-issued check to merchant

Reimbursement for attached receipts

Other Comments / Instructions:

Item Description	Quantity	Unit Cost	Total Cost

Budget Category: _____ Total: _____

Requester (Sign): _____ Date: _____

* Requests involving expenditures beyond a program's budget need to be approved by the general PTO membership and/or the Executive Committee.

Check No: _____

Check Date: _____

Check Amount: _____

Funds: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Funding Source:
Board Member Approval:	Date:
Board Member Approval:	Date:

** Please attach any supporting documentation or information that you think would be relevant.