

*Saint Bridget PTO  
Expense/Reimbursement Request Procedures  
2006-2007*

The following are the guidelines for how check requests should be processed. By adhering to the procedure, the following will be accomplished:

1. Reimbursement will be expedited
2. Dennis Leonard, the parish business manger, will be more able to keep accurate books
3. The PTO Treasurer will be able to maintain an accurate picture of the PTO budget

A reimbursement request form must be filled out for all transactions. It can be completed by the chair/co-chair of an event or the PTO treasurer.

Prior to submission to Dennis Leonard, all forms need the approval and signature of the PTO Treasurer, Carol McClintock. Dennis will forward the requisition form back and request that the treasurer look it over and sign it, if approval is not on form.

All receipts documenting expenses must be attached to the requisition form.

Please allow 5-7 business days for check processing.

It is our hope that by following the above procedures, check reimbursements and expense requests will run smoothly. Any questions or concerns may be directed to Carol.

*(Edited version of 2004 memo)*

***St. Bridget Parish – School Community  
Expense/Reimbursement Request***

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Amount of Request: \$ \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Purpose of request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_

Forward to: Dennis Leonard  
Business Manager

\*\*\*\* Attach Bill or Receipt\*\*\*\*

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Office Use Only:

Date Processed: \_\_\_\_\_ Check #: \_\_\_\_\_ G/L Account #: \_\_\_\_\_