

# Northampton PFO Check Request/Reimbursement Form

**Instructions:**

1. Please fill out form completely
2. Attach receipt or invoice – remember we do not reimburse tax. There is a sales tax exemption form that can be used for purchases.
3. Checks will be written on the first Tuesday of every month during the PFO Meeting at 9:30. You can leave your form and receipt in the Welcome Center Hutch in the front of the school. In the bottom cabinet is a treasurer’s box. You can also email me (see below) to let me know you left a receipt. I will write checks sooner than the meeting if possible.
4. You will be sent an email when your check is written and signed, or you may pick it up at the school.

Any questions, please contact Cheryl Brisbane at **281-379-2747** or **713-410-9976** [\*\*cabrisbane@sbcglobal.net\*\*](mailto:cabrisbane@sbcglobal.net)

Check requested by: \_\_\_\_\_

Amount: \_\_\_\_\_ (excluding tax)

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Check made payable to (if different from requested by): \_\_\_\_\_

Please provide a brief description of these expenses including for which PFO event they were necessary (please include grade level if for room parent reimbursement):

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For Treasurer’s Use:

Check Number: \_\_\_\_\_

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