



Catholic Parent Teacher Organization (CPTO) Staff Requisition – Reimbursement Form

Request Information: Step 1

Please complete the following information about your request and submit to Principal Welling for first approval. You may wish to keep a copy of this request for your records.

Staff Name _____ Grade/Class _____

Date Submitted _____

Item requested:

Description of use or explanation:

Where it can be found/purchased:

Cost _____

If you would prefer CPTO to pay the vendor directly, check here:

Principal Approval: Step 2

Principal-Approved Requests should be placed in the CPTO mailbox. Denied requests should be returned to staff.

Principal's Signature _____ Date _____

CPTO Approval: Step 3

CPTO-Approved Requests should be placed in the mailbox of the requesting staff member.

CPTO Officer Signature _____ Date _____

Purchase & Reimbursement: Step 4

Good news! Your request has been approved by Principal Welling and the CPTO. Please purchase the requested item and submit this completed form **WITH RECEIPT ATTACHED** to the CPTO mailbox for reimbursement. If you prefer the CPTO to pay the vendor directly, attach the **VENDOR INVOICE** and submit to the CPTO mailbox.

Date of Purchase _____

Final Cost: _____

CPTO Records Only

Date of Reimbursement:

Check Number:

Check Made Out To: