



CRES PTO Check/Reimbursement Requests

Please note:

Check Request/Reimbursement Request will be received within two to four weeks after submitting this form.

Instructions for Check/Reimbursement Requests:

1. Check box for appropriate funds: Check Request
2. Check Request
 - a. Fill out Date
 - b. Payable To
 - c. Address
 - d. Phone number
 - e. Email address
 - f. Briefly describe the Event
 - g. Attach approved Purchase Order and verify the amount matches the total requested on this form
3. Make copy of purchase order and completed form for your records.
4. Submit by dropping in PTO folder in main office, scanning/emailing (see below for email address), or dropping off at to Treasurer at:

**Amanda Baxter
42917 Spyder Place
South Riding, Virginia 20152**

Cell: 703-403-1655

Email: treasurer@cardinalridgepto.org