

Pittsburgh Colfax K-8  
Check Request and Reimbursement Guidance  
2016/17 Academic Year

Dear Colfax Community:

The Colfax PTO looks forward to supporting your efforts this year! Below, please find guidance for requesting PTO funds and obtaining reimbursements for PTO-related expenses incurred.

PTO Treasurer Contact Information:

- Treasurer: <[treasurer@colfaxpto.org](mailto:treasurer@colfaxpto.org)>
- Assistant Treasurer: <[treasurer@colfaxpto.org](mailto:treasurer@colfaxpto.org)>

Check Request Form

- Use this form to request a check to pay a vendor prior to the event. Check requests should be completed in full and submitted at least 4 days prior to the event/activity for which the check is needed. Please include the invoice or bill to be paid.

Reimbursement Request Form

- Use this form to request a reimbursement after a PTO-related expense is incurred. Reimbursement requests should be completed in full and submitted as soon as possible after the event or purchase. Requests submitted more than 45 calendar days after the event or purchase may be denied. Please be sure to attach all receipts.

Submit your fully completed request form by email or in hard-copy:

- Email completed form to <[treasurer@colfaxpto.org](mailto:treasurer@colfaxpto.org)> with scanned receipts or invoices/bills
- Place completed hard-copy form in the PTO Mailbox with attached receipts or invoices/bills

Note: For field trip requests, please obtain all appropriate approvals ahead of time from grade-level committees or the principal.

Where to obtain the forms:

- Reimbursement and check request forms can be downloaded from the Pittsburgh Colfax PTO website by clicking the Treasury link at: <http://www.colfaxpto.org/>

Please contact us with any questions: <[treasurer@colfaxpto.org](mailto:treasurer@colfaxpto.org)>.

