Bellaire High School PTO

5100 Maple Street, Bellaire, TX 77401 □ Phone: 713.295.3704 □ Fax: 713.295.3763

Bellaire High School – PTO
PAYMENT/REIMBURSEMENT REQUEST FORM

Authorized by President/President-Elect: _____or Check if by e-mail:_____
To receive reimbursement, the Requestor must either **a)** obtain an authorized signature or **b)** attach an email from an authorized signatory approving the purchase. The Requestor cannot be the same person authorizing this purchase.

Date Requested: _____Date needed by: _____
Requestor's Phone: _____Email: _____
Requested by: _____Amount: $_____

Bellaire High School PTO, Inc. is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, and is therefore exempt from paying sales tax on purchases. As such, we DO NOT reimburse individuals for sales tax. To avoid paying sales tax, please use our tax exempt form.

Mailing address:
Check should be made out to: _____
Name/Company: _____
Address: _____
City: _____ State:_____Zip: _____

Check Delivery Method (Choose One):

___Treasurer to mail to address above ____Pick up from Treasurer _____Amazon/PTO Debit Charge _____Other

Please check the appropriate category below. Please use one form per category.

Annual Fundraising Expenses
- □ Annual Campaign Expenses
- □ Principal's Reception

BHS Staff Support Expenses
- □ End of Year Teacher Luncheon
- □ Holiday Teacher Luncheons
- □ Professional Development
- □ Social Worker/Wraparound Support
- □ Teacher Classroom Needs
- □ Teacher Grants
- □ Teacher Appreciation Week

Student Support Expenses
- □ Cardinal Camp/Kick-Off Expenses
- □ College Center
- □ IB Support
- □ Go Texan Day
- □ Student Diploma Folders
- □ Student Grants
- □ Student Testing & Tutorial Snacks
- □ Other_____

Miscellaneous Expenses
- □ Auction
- □ Food Sales
- □ Homecoming
- □ Athletics Fundraising (including popsicles)

Administrative Expenses
- □ Bank Charges
- □ Dues & Subscriptions (QB/Sam's/Amazon)
- □ Insurance
- □ Accounting, Legal, & Professional Fees
- □ Office Supplies
- □ Principal's Discretionary Funds
- □ President's Discretionary Funds
- □ Website & Communications
- □ Other_____

Student Activity Accounts
- □ Class of 2027
- □ Class of 2028
- □ Class of 2029
- □ Class of 2030

Once completed, please scan this form, and any supporting documentation (invoice, quotes, receipts) to the President (president@bellairepto.org) or President-Elect (president.elect@bellairepto.org) for approval. Be sure to include the Treasurer (treasurer@bellairepto.org) on the original request for approval as well as the final approval e-mail.