



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 e-mail 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

- Fundraising Drive Expenses
- Principal's Reception

BHS Staff Support Expenses

- Faculty Meetings
- Holiday Teacher Luncheons
- Professional Development
- Social Worker/Wraparound Support
- Teacher Classroom Needs
- Teacher Grants
- Teacher/Staff Appreciation Luncheon

Student Support Expenses

- Cardinal Camp/Kick-Off Expenses
- College Center
- IB Support
- Student AP Awards
- 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 2025
- Class of 2026
- Class of 2027
- Class of 2028

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.