



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: _____ (for example, Vice President or President)
If authorized signature is not included, this reimbursement will not be processed. The person requesting the check CANNOT be the same as the person who is authorizing the check request.

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: _____

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

<p>Commitment to Learning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commitment to Learning Expenses <input type="checkbox"/> Principal's Reception <p>BHS Staff Support</p> <ul style="list-style-type: none"> <input type="checkbox"/> Teacher Grants <input type="checkbox"/> Faculty Meetings <input type="checkbox"/> Teacher / Staff Appreciation Luncheon <input type="checkbox"/> Holiday Teacher Luncheons <input type="checkbox"/> Professional Development <input type="checkbox"/> Teacher Classroom Needs <p>Student Support</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cardinal Camp / Kick Off <input type="checkbox"/> College Center <input type="checkbox"/> Student Grants <input type="checkbox"/> IB Support <input type="checkbox"/> Student AP Awards <input type="checkbox"/> Student Diploma Folders 	<p>Miscellaneous</p> <ul style="list-style-type: none"> <input type="checkbox"/> Food Sales <input type="checkbox"/> Fundraising <input type="checkbox"/> Homecoming <p>Administrative</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principal's Discretionary Funds <input type="checkbox"/> President's Discretionary Funds <input type="checkbox"/> Communications <input type="checkbox"/> Website <input type="checkbox"/> Insurance <input type="checkbox"/> Bank Charges <input type="checkbox"/> Legal and Professional Fees <input type="checkbox"/> Office Supplies <input type="checkbox"/> Other: _____ <p>Student Activity Accounts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Class of 2021 <input type="checkbox"/> Class of 2022 <input type="checkbox"/> Class of 2023 <input type="checkbox"/> Class of 2024 <input type="checkbox"/> Class of 2025
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Once completed, please scan this form, and any supporting documentation (invoice, quotes, receipts) to your Vice President or President for approval. Be sure to include the Treasurer, Keith Desrosiers (keith.desrosiers@yesprep.org) on the original request for approval as well as the final approval e-mail.