



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: _____

Check Delivery Method (Choose One):

___ Treasurer to mail to address above ___ Pick up from Treasurer ___ Other

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

Membership Drive

- Membership Drive Expenses
- Principal's Reception

BHS Staff Support

- Faculty Meetings
- Holiday Teacher Luncheons
- Professional Development
- Teacher Classroom Needs
- Teacher Grants
- Teacher / Staff Appreciation Luncheon

Student Support

- Cardinal Camp / Kick Off
- College Center
- IB Support
- Student AP Awards
- Student Diploma Folders
- Student Grants
- Student Testing and Tutorials Snacks

Miscellaneous

- Auction
- Food Sales
- Homecoming

Administrative

- Accounting Fees
- Bank Charges
- Insurance
- Legal and Professional Fees
- Office Supplies
- Principal's Discretionary Funds
- President's Discretionary Funds
- Website and Communications
- Other: _____

Student Activity Accounts

- Class of 2023
- Class of 2024
- Class of 2025
- Class of 2026

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 (treasurer@bellairepto.org) on the original request for approval as well as the final approval e-mail.