

RIVERBEND ELEMENTARY SCHOOL PTO

*promoting an environment at school where teachers and administrators can do
their best work and students can do their best learning*

71 Learning Lane, Clyde, NC 28721

Email: RiverbendPTO@att.net

• INFORM • INVOLVE • INSPIRE •

Request for funding from Riverbend Elementary School PTO

Request from: _____

Date of request: _____ Date funds needed: _____

Description of request (Please use additional sheets if necessary and attach all supporting documentation):

Principal's Signature: _____ Date: _____

PTO Use Only

PTO discussed request on (Date): _____

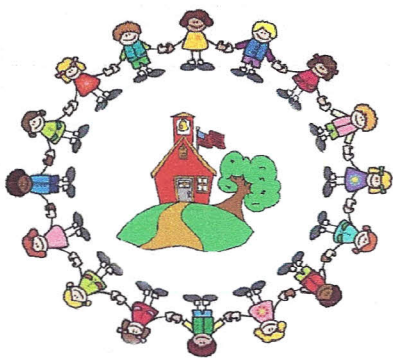
FUNDED: _____ PARTIALLY FUNDED: _____ NOT FUNDED: _____

COMMENTS: _____

Signature(s): _____

Date of check/purchase: _____ Receipts to Treasurer on (Date): _____

President - Claudia Norton 713-4293 • Vice President - Paul Gonzalez 316-7747
Secretary - Roxanne Lacerna 734-6804 • Treasurer - Michelle Haynes 734-8119



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STAFF REIMBURSEMENT REQUEST FORM

Staff may request reimbursement from Riverbend Elementary School PTO for the following: **classroom & teaching supplies, training courses & materials, and field trips.** Please complete this form and attach receipts then place in the PTO box. If approved, reimbursement will be provided as quickly as possible.

Staff Member's Name: _____

PURCHASE INFORMATION

PURCHASE DATE	VENDOR	DESCRIPTION/DETAILS	AMOUNT
** Receipts must be attached**			TOTAL

Staff Member's Signature: _____ Date: _____

Principal's Signature: _____

PTO Representative's Signature: _____

OFFICE USE ONLY

Check Date: _____

Check Amount: _____

Notes: _____

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