

Willow Lane Elementary PTO
Cash Box Request Form

Date of Request: _____

Requested By: _____

Event: _____

Phone: _____

Email: _____

Amount Needed: _____

Boxes Needed: _____

Date Needed: _____

Please check the box below to indicate how you would like to receive the cash box(es):

You would like me to call you to arrange pick up from my home

Deliver to event (chair must be there to collect and sign cash box form).

Please indicate any preference in bills or coins in the space below. All requests should be submitted a week in advance. All cash boxes will be delivered to the Chair on the day of the event or one day prior.

Email Nicole Landis or Jessica Younker with the completed form attached or leave completed form in the Treasurer's bin of the PTO's mailbox at the school's office (a week in advance). Please note the cash boxes are the responsibility of the Chair or Sub-Chair only!

**If you have any questions or concerns, please email
Nicole at Nicolelandis721@gmail.com or Jess at jessicayounker@yahoo.com**

Willow Lane Elementary PTO
Reimbursement Request Form

Date Requested: _____

Requested By: _____

Related Event: _____

Date Needed: _____

Amount: _____

Check Payable To: _____

Phone: _____

Email: _____

Please choose how you would like to receive the check.

Pick up from secretary in the office.

Mail to my home (please include self-addressed, stamped envelope.)

Send home with student (please provide name of the student, teacher and room number and if you want to be notified when the check is sent home.)

Student: _____ Room #: _____

Teacher: _____ Notified (Yes or No): _____

Other: _____

Please staple all receipts to this form and place in the PTO (Treasurer's) mailbox. You may also email the completed form with scanned receipts to Nicole Landis at Nicolelandis721@gmail.com or Jessica Younker at jessicayounker@yahoo.com.

Willow Lane Elementary PTO
Vendor Payment Request Form

Date Requested: _____

Requested By: _____

Related Event: _____

Date Needed: _____

Amount: _____

Check Payable To: _____

Phone: _____

Email _____

Below please choose how you would like to receive the check or indicate if you want the treasurer to pay vendor directly.

Pick up from secretary in the office.

Mail to my home (please include self-addressed, stamped envelope.)

Send home with student (please provide name of the student, teacher and room number and if you want to be notified when the check is sent home.)

Student: _____ Room #: _____

Teacher: _____ Notified (Yes or No): _____

Other: _____

This form must be used for Vendor payments only. Please use the Reimbursement Request Form for any out-of-pocket expenses for the PTO that you have incurred.

Please staple all receipts to this form and place in the PTO (Treasurer's) mailbox. You may also scan the form and receipts and email the request.

Any questions please contact Nicole Landis at Nicolelandis721@gmail.com or Jessica Younker at jessicayounker@yahoo.com