



OMS PTO MONEY REQUEST FORM

for Teachers & Members

Today's Date:

Person Requesting:

Event & Grade Level:

Date of Event:

PLEASE CHECK ONE:

☐

CASH

Amount : \$

☐

CHECK

Payable to:

Amount: \$

DISTRIBUTION INFORMATION:

☐

Leave check at OMS for pick up (will be left in Main Office/Staff Mailbox)

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Mail check to (provide name & address below):

SUBMIT THIS FORM WITH ALL RECEIPTS TO OMS PTO TREASURER, Candice Brady

- Drop off to PTO mailbox or scan and e-mail to greywolf058@gmail.com
- Reimbursement cannot be processed without receipts!
- Please allow a 2-week turnaround time for all requests.
- Requests for disbursements made during the 2022-2023 school year must be received by June 30, 2023 in order to be reimbursed.