

Boulevard Elementary School

PTO Spending Authorization

2022-2023 School Year

Treasurer: Rohit Moudgil **email:** rohitmoudgil2@gmail.com **cell:** 832-417-5113

- To ensure that the PTO has sufficient funds to reimburse your spending, you must get approval to spend money prior to actually buying/spending.
- As reminders:
 - o **The PTO DOES NOT REIMBURSE FOR SALES TAX** (the Exemption form is on the PTO website, Federal Tax ID #34-1714426).
 - o **Invoices and receipts are REQUIRED** for reimbursement.
- Please email this completed form to Rohit Moudgil - rohitmoudgil2@gmail.com. Once approved, I will sign & return this form to you, at which time you may begin spending.

Date: _____

Person requesting spending: _____

Phone number: _____ **Email:** _____

AMOUNT REQUESTED: \$ _____

Please describe how the requested funds will be used:

Committee/events/program for which the spending will be used? _____

For Treasurer Use:

Date _____

Amount Approved: \$ _____

Treasurer's Signature: _____

