



DOUGLASS
ELEMENTARY

PTO

2018-2019 EXPENSE FORM

Please note: Expense checks will be processed approximately two times a month. All receipts for the 2018-2019 school year must be submitted no later than June 30, 2019. Questions? Contact Katie at douglassPTOtreasurer@gmail.com

Date: _____

Requested Amount: \$ _____
(Please attach receipts and/or invoices to support the amount requested.)

Make Check Payable To: _____

Send Check To Mailing Address: _____

Description (Event, if appropriate):

Requested By: _____

Approved by Event Committee Chairperson OR Approved by PTO Board Member (if applicable):

Please Remember: We are a tax-exempt organization. Please use our sales tax exemption account number when making purchases. Thank you.

Sales Tax Exemption Account # 98002055

Douglass Elementary School
840 75th Street
Boulder, CO 80303

For Treasurer's Use Only
Date Issued: _____ Check Number: _____