

**ST. GABRIEL PTO
EXPENSE APPROVAL FORM 2022-2023
PARENT EXPENSE APPROVAL FORM**

EXPENSE APPROVAL FORM CHECKLIST:

- Please complete form in its entirety. This includes the signature of VP (or an attached copy of email approval from VP). Incomplete forms will be returned to the requestor for completion.
- Please include original receipts/invoices. Please note: per MACS Financial Guidelines, **no personal purchases are allowed on receipts** that are being submitted for reimbursement.
- Paper copies may be dropped off in the PTO mailbox at school or scanned copies may be emailed to stgabrielpto.finance@gmail.com
- All reimbursements must be submitted prior to **June 15, 2023**.

PAYMENT TYPE (Please circle one):		Check for Vendor	Reimbursement Request
TODAY'S DATE		PURCHASE DATE	
AMOUNT TO BE PAID		SUBMITTED BY	
ADDRESS (where you would like your reimbursement check to be sent):			
TELEPHONE		EMAIL	
BUDGET ITEM/EVENT		DESCRIPTION OF PURCHASE	
VP APPROVAL	Requires Signature of VP or attached email approval		
2022-2023 VP List for Approvals: Vanessa Birch (President); Kellianne Benson (Finance); Joelle Jefcoat (Capital Planning); Brianne Kelso (Fundraising); Mary Martha Panther (Technology); Kristen Wilson (Classroom Parents); Jenny Rief (Family Events); Mallori Winters (Volunteers); Tiffani Dallas/Laura Leoni (Newcomers); Katie Bissett (Communications); Ashley Fletcher, Jen Guidry (Faith and Community)			
FOR GENERAL QUESTIONS OR SPECIAL REQUESTS: stgabrielpto.finance@gmail.com			