

2017-2018

Scofield Magnet Middle School

PTP Expenditure Form

To: PTP Co –Treasurers: Karen Montagnese karenmontagnese@yahoo.com
Paula Thompson <mailto:jamaicanbee@icloud.com>

Please place a copy of this form with the receipts and or invoice in the PTP Treasurer Box and email the PTP Co-Treasurers to notify them to expect the request.

Date:
Person submitting Request:
Team:
Grade:
Name/Date of Event:
Amount Requested \$
Make check payable to:
IMPORTANT: Attach original receipts. Keep a copy for your records. Describe expenses below if receipts do not detail items being purchased.
Reason for Expenditure:
All requests should be approved by Principal Clayton before submitting.
X _____ Scott Clayton Principal – Scofield Magnet Middle School

Call 203-249-4584 or e-mail <mailto:karenmontagnese@yahoo.com> with any questions.

Forms will be picked up from the office on Fridays.

Checks will be distributed by the following Friday.