

# FOOTHILL HIGH SCHOOL PTO HOW TO REQUEST A REIMBURSEMENT

## Step 1. Complete a Check Request Form

- a) A Check Request form can be found at the end of this document or in the PTO TREASURER mailbox in the FHS Staff Breakroom (see below).
- b) Include/attach your receipt or other proof of payment.

## Step 2. Submit your Check Request

- a) Place your completed check request package in the PTO TREASURER mailbox and/or
- b) Scan and email the check request package to [fhsptotreasurer19\\_20@yahoo.com](mailto:fhsptotreasurer19_20@yahoo.com)
- c) Mailbox pick-up will occur on Fridays, but you may also email to notify a check request has been placed in the mailbox. To better track and identify your reimbursement, please provide a good description in the Subject Line (*ie. PTO Teacher Back-to-School Lunch -- \$987.61*)

**Thanks Very Much!**

**FAQ: Where is the PTO TREASURER mailbox?**



**FOOTHILL HIGH SCHOOL  
Parent Teacher Organization, Inc.  
Check Request Form**

**Please Print Legibly**

Request Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

Email: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Payment Due Date: \_\_\_\_\_  
(if applicable)

Mail Check to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

**\*\*\*\*PLEASE ATTACH/INCLUDE RECEIPT OR PROOF OF PAYMENT \*\*\*\***

**Place this Form and other documents in PTO TREASURER MAILBOX (Foothill Office)**

**Thank you**

**If you have questions or the payment requires special handling, contact**

**Tiffany Schwarzer, FHS PTO Treasurer  
714-504-9725  
fhsptotreasurer19\_20@yahoo.com**

Treasurer Use Only

Check Number(s): \_\_\_\_\_ Date: \_\_\_\_\_

Budget Expense Account: \_\_\_\_\_