



# Glenwood Cubbies PTO

9716 NE 134th St, Vancouver, WA 98662 • www.Glenwoodcubbiespto.com • Glenwoodcubbies@gmail.com

Please Complete and attach all receipts and invoices

**\*\*Allow up to 30 days to Process\*\***

PTO board members and Treasurer will review your request at our monthly board meeting. Upon approval, checks will be issued and mailed.

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

Name: (Pay to the Order of): \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Event or Activity Name/ Description of purchase:

\_\_\_\_\_  
\_\_\_\_\_

Date of Purchase	Description	Amount Paid

Total Amount Requested: \_\_\_\_\_

For Treasurer: Check # \_\_\_\_\_ Issue Date: \_\_\_\_\_