



BFHE Grade Level Grant Reimbursement Request



Purchase:

Amount Requested: \$ _____ Today's Date: _____

Budget Line Item (refer to PTCO Budget) _____

Description of purchase:

Contact:

Submitted by: _____

Phone Number: _____ Email Address: _____

Approval:

Principal Approval: _____ *Date:* _____

Requested Approved By (Co-President): _____ *Date:* _____

Submit:

Please attach any price quotes or vendor details to this form. This is not to be used for personal items. Once Principal has approved it will be submitted to the PTCO. The PTCO upon approval will purchase and deliver the items. You will be notified of expected delivery timeline. Principal: Please Submit to PTCO via PTCO mailbox or to copres1.bfheptco@gmail.com or copres2.bfheptco@gmail.com.

Treasure Use Only:

Check Number: _____ Date Paid: _____ Date Cleared: _____

Grade: _____ Date Purchased: _____ Purchase Total: _____

Funds Remaining for Grade Level Grant: _____