

# EXPENSE PROPOSAL FORM

## Toledo Technology Academy - Parent Partners Organization

The purpose of this form is to request and approve the expenditure of funds for the Parent Partner Organization, specifically for the Toledo Technology Academy High School. This form is to be completed and submitted to protect all parties in the event of any disputes, by creating a clear paper trail for all expenditures.



### SPECIAL NOTE:

In order to be refunded, this form **must** be turned in, pre-approved, along with all necessary receipts in order to be refunded or reimbursed. Receipts are to be turned in within 60 days of the date of the receipt, or June 30th, whichever comes first within the school year.

NAME: \_\_\_\_\_

NAME OF GROUP/ACTIVITY: \_\_\_\_\_

DATE: \_\_\_\_\_

ESTIMATED AMOUNT: \_\_\_\_\_

ITEMS TO BE PURCHASED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PPO TREASURER

\_\_\_\_\_  
PPO Witness

\_\_\_\_\_  
PPO PRESIDENT

REFUND: \$ \_\_\_\_\_ BY: \_\_\_\_\_ WHEN: \_\_\_\_\_