RICHLAND ELEMENTARY PTO Teacher Reimbursement Form Classroom Start-Up Expenses 2012-2013 School Year

Date:				
Name:				
Email:				
Grade (check):	□ K	1	2	3
Procedures				

Procedures

Tape the original detailed receipt for each purchase to the back of this form or to another sheet of paper - please do not staple receipts to this form.

Circle or highlight the amounts on each receipt requested for reimbursement.

Place this completed form and receipts in an envelope addressed to PTO Treasurer, and put in the PTO mail box located in the front office.

Faculty members should photocopy their reimbursement request and receipts for their own records.

** Faculty members must submit their reimbursement request for up to \$50 by 10/26/2012. **

Reimbursement checks will be placed in the faculty member's school mailbox within 10 days of receipt.

Date of Purchase	Description (Vendor + Item Description)	Total Amount
	Total Du	le:

Questions?	Treasurer:	Leanne Finney	Cap at \$50.00
	email:	llfinney@gmail.com	
	home:	724-443-7879	
	cell:	724-552-7869	