

# 2024-25 ROSCOE PTO STAFF REIMBURSEMENT REQUEST

## PTO Reimbursement Guidelines

1. Braves Bucks maximum reimbursement is \$100 from Roscoe PTO
  - **MUST** check [Braves Bucks Bank](#) prior to submission to ensure your available funds
  - All receipts and this request form must be received by **May 1, 2025**
    - Roscoe PTO does NOT reimburse sales tax
2. Building representatives receive \$150 in reimbursement from Roscoe PTO
  - All receipts and this request form must be received by **May 1, 2025**
    - Roscoe PTO does NOT reimburse sales tax
3. Yearbook chairs receive \$150 in reimbursement from Roscoe PTO
  - All receipts and this request form must be received by **May 1, 2025**
    - Roscoe PTO does NOT reimburse sales tax
4. Please turn in all documentation to the PTO mailbox in your school by **May 1, 2025**.
  - E-mail requests will NOT be accepted
  - **Make a copy of receipts and keep for your records**
5. Please direct all questions to the PTO Treasurer, Kinsey Swartout

**Thank you for your support!**

Date Submitted: \_\_\_\_\_ Total Amount Requested: \_\_\_\_\_

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## 2024-25 ROSCOE PTO STAFF REIMBURSEMENT REQUEST

Please submit this bottom portion with your receipts and keep the top portion for your records. Please allow 2-3 weeks for processing and delivery. All requests with receipts/invoices are due by **May 1, 2025!**

Staff Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Building Rep (\$150): \_\_\_\_\_ Yearbook Chair (\$150): \_\_\_\_\_ Braves Bucks (\$100 max): \_\_\_\_\_

Check Payable To: \_\_\_\_\_ Total Amount: \_\_\_\_\_

*For Treasurer's Use Only:* Check # Issued: \_\_\_\_\_ Date: \_\_\_\_\_