



# 2024 ROSCOE PTO TEACHER REIMBURSEMENT REQUEST

## PTO Reimbursement Guidelines

- Each teacher receives \$150 in reimbursement from PTO towards items for classroom use.
  - Specialists (Music/Art/PE/Library) receive a separate reimbursement from PTO and need not fill out this form.
- PTO reimburses \$50 per credit. One “free” credit issued for all classroom teachers. Two credits may be earned by teachers volunteering for two shifts at PTO events and/or fundraisers.
- All receipts and this request form are due by **May 1, 2024**. Must have receipts attached to receive reimbursement.
- Please keep all your receipts until you have reached \$150 or when you are finished spending for the entire school year and submit all at **ONE** time.
- Please turn in all documentation to the PTO mailbox in your school by **May 1, 2024**. No email requests will be accepted.
- Please continue to attend and promote PTO events with your students and families through Google Classroom, Seesaw, Class Facebook Pages, etc.

**We truly appreciate all you do for our students!**

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

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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, 2024!**

Classroom Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Date Submitted: \_\_\_\_\_

Please list the PTO event/fundraiser(s) shifts you volunteered at: \_\_\_\_\_

*(Volunteer hours will be verified through event chair or the Sign Up Genius for that event)*

For Treasurer’s Use Only: Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Logged: \_\_\_\_\_