



# Teacher Reimbursement Request

Please complete this form for all reimbursement requests. Please scan and email this form and copies of receipts totaling the amount of the reimbursement to Sarra Reichwald at sreichwald@roscoepto.com. You can also mail the form and receipts to: Sarra Reichwald at 4437 Stamford Ct. Roscoe IL 61073

Please note: teacher reimbursements are based on participation in PTO events and fundraisers. You are eligible to receive up to 3 reimbursement credits per school year. Each credit is worth \$50 for a total of \$150 per year in reimbursements. There are a few ways to earn the credits:

1. Volunteer for a PTO event or fundraiser (1 credit)
2. Recruit a parent from your classroom to volunteer for a PTO event or fundraiser (1 credit for each person recruited)
3. Chair or Co-Chair a PTO event or fundraiser (3 credits)

Your Name:	Date Submitted:
Reason for Reimbursement:	
Check payable to:	Amount:
Full Address (all payments will be mailed):	Event Name:
	Chairperson or Volunteer (circle one)  List any parents from your classroom that also volunteered at the event:

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