



# ROSCOE PTO TEACHER REIMBURSEMENT REQUEST

## PTO Classroom Reimbursement Guidelines

- Each classroom teacher receives \$150 in reimbursement from PTO towards items for classroom use.
- PTO is no longer requiring teachers to “earn” credits to receive \$150.
- All receipts/invoices are due by **May 1, 2023**. Must have receipts 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 Chelsea Woodford (PTO Treasurer) or the PTO mailbox in your school by **May 1, 2023**. Contact Chelsea with any questions at [cwoodford@roscoopto.com](mailto:cwoodford@roscoopto.com).
- 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 send in the 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, 2023!**

Teacher Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Total: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

