RICHLAND ELEMENTARY
PTO Teacher Reimbursement Form
Classroom Start-Up Expenses
2021-2022 School Year

Date: _____

Name: _____

Email: _____

Grade (check): ☐ K ☐ 1 ☐ 2 ☐ 3

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 $100 by the end of September 2021. ****

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 Due:	$ -

Questions? **Treasurer:** **Beth Cassisi** Cap at $100.00

email: eaacassisi@gmail.com

home:

cell: