

Reimbursement form



Fill out the form below, attach receipts and drop off at the front desk for the PTO.
Reimbursement will be sent home in your child's backpack.

Date _____

Submitted by

Phone _____
Teacher & Student
Name _____

☐ Teacher/Staff Food ☐ Spirit Week ☐ Spring Fling ☐ Fun/Water Days ☐ Graduation☐ Book Fair ☐ Staff Birthdays ☐ Christmas Teacher/Staff Gift ☐ Other:

Description of purchase

Amount

Total

PTO Treasurer use only

Check number

Amount

Date _____