Edison Elementary PTO
Teacher Grant Reimbursement Form
2018-2019 School Year

Thank you for your dedication to educating our children!

FORM DUE JANUARY 31, 2019

This form is to be used by teachers to turn in receipts for classroom purchases for reimbursement by the Edison Elementary School Parent Teacher Organization (PTO).

- Grants are for up to **$100** for full-time & part-time teachers at Edison.
- Only 1 form submitted per teacher, 1 reimbursement check.
- Place completed form and all receipts in the PTO mailbox.
- Funds will begin to be reimbursed after the fall fundraiser has been completed
- A reimbursement check will be left in your mailbox at Edison.
- Turn in **ALL** receipts together
- If gift cards are purchased to make later purchases, receipts from the subsequent gift card purchases are needed due to heightened scrutiny on PTO expenditures.
- If any questions or an extension is necessary, please contact

Judy Folckemer, PTO Co-Treasurer or Stacy Fink, PTO Co-Treasurer
jleelevin@aol.com mstacy2876@sbcglobal.net

Name: _____ Date: _____

Email: _____@WESchools.org Grade: _____

Reason for Expense: Teacher Grant *category* *130.1*

check # *issued date*

Please list receipt(s) by retailer and the total for each receipt (one line per receipt). Total all receipts at the bottom. Staple all original receipts **behind** this form and keep a copy for your personal records.

Receipt(s):	Individual Receipt Total:
Total of All Reciepts:	

Treasurer Use Only:
audit _____ ☐ *Entered*