

Edison Elementary PTO

Teacher Grant Reimbursement Form

2020-2021 School Year

Thank you for your dedication to educating our children!

FORM DUE December 1, 2020

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

Jill Hutton, PTO Co-Treasurer

or

Stacy Fink, PTO Co-Treasurer

jhutton08@gmail.com

mstacy2876@sbcglobal.net

216-280-2555

216-570-3985

Name: _____ Date: _____

Phone Number: () _____ Grade: _____

Email: _____ @WESchools.org

Reason for Expense: **Teacher Grant**

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 Receipts:	_____

Treasurer Use Only:

check # _____	issued date _____	audit _____
amt _____	issued by _____	
category <u> 130.1 </u>		<input type="checkbox"/> Entered