

# Dallas Center-Grimes PTO

## Reimbursement Request

Thank you for your hard work to benefit the students of Dallas Center-Grimes! Please take a moment to read the information below and complete the form to receive reimbursement for your expenses.

**We require that the item(s) designated for reimbursement are the only items on the receipt(s).**

Please attach your receipt(s) to this form and place in the PTO mailbox. If you have any questions, please contact the treasurer, Heather Roberts at [heatherroberts@mchsi.com](mailto:heatherroberts@mchsi.com)

*Reimbursement checks will be written on the 1st and 15th of each month unless special circumstances require other arrangements.*

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Total: \_\_\_\_\_ Address: \_\_\_\_\_  
Description: \_\_\_\_\_

### School Using the Product:

Dallas Center     Heritage     North Ridge     South Prairie  
 Corporate Group

### Committee Expensed To:

Administrative Assistant Gift     Teacher Grants  
 Office Supplies     Teacher Meals  
 Reading Rocks     Yearbook  
 School Supplies     Social Events  
 Teacher Appreciation     Other: \_\_\_\_\_

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For Building Finance Use Only:    Date: \_\_\_\_\_    Approving Initials: \_\_\_\_\_

For Treasurer Use Only:    Date: \_\_\_\_\_    Check #: \_\_\_\_\_    Approving Initials: \_\_\_\_\_