

# Dallas Center-Grimes PTO

## \$100 Teacher Reimbursement Form

The Dallas Center-Grimes PTO is grateful for all you do for our students! We recognize your dedication to teaching and would like to reimburse you for at least some of your out-of-pocket expenses.

**Classroom teachers may receive up to \$100 reimbursement each school year.**

**We REQUIRE a receipt in order to get reimbursed. Please highlight the item(s) that you are requesting reimbursement for.**

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

Thank you!

To be completed by Teacher:

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Items Purchased (Examples: books, prizes for kids, chair pockets, printable worksheets, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Total Spent: \_\_\_\_\_

### School Where Teacher is Located (checks will be delivered here):

Dallas Center       Heritage (includes Brighter Beginnings & Kids Korner)

North Ridge       South Prairie       District Group

*Reimbursement checks will be written on the 1st and 15th of each month. Requests MUST be submitted prior to May 1st, 2018.*

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

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