

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

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

Requests will be picked up on the 10th and 25th of each month (or the Friday prior if date falls on a weekend.) Reimbursement checks will then be written on the 15th and last day 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  
 Executive Group

### Committee Expensed To:

Administrative Assistant Gift     Social Events  
 Building Grants     Teacher Appreciation  
 Discretionary     Teacher Grants  
 Office Supplies     Other: \_\_\_\_\_  
 Reading Rocks (indicate what category.....food, games, silent auction, etc.) \_\_\_\_\_

Memo (short description:) \_\_\_\_\_  
Example: treats for teachers

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

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