

Dallas Center-Grimes PTO

Reimbursement Request for Volunteers

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 indicate 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, Lindsey Weber at lindsey.weber10@gmail.com

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: _____

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: _____