

Dallas Center-Grimes PTO

\$100 Teacher Reimbursement Form

**** MUST BE RETURNED PRIOR TO OCTOBER 15! ****

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 indicate 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, Lindsey Weber at lindsey.weber10@gmail.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

Reimbursement checks will be written on the 15th and the last day of each month. Requests MUST be submitted prior to WINTER BREAK.

For Building Finance Use Only: Date: _____ Approving Initials: _____

For Treasurer Use Only: Date: _____ Check #: _____ Approving Initials: _____