

\$100 PTO TEACHER FUNDS REIMBURSEMENT FORM

To: All Certified Teaching Staff Members

From: Oak Grove PTO

The PTO has appropriated funds to provide each certified teaching staff member up to \$100.00 for purchasing discretionary, incidental classroom materials used in teaching during the current school year. These funds will be paid on a reimbursement basis after the receipts are submitted.

Teachers may “pool” their funds together by grade, department or as needed.

To receive reimbursement, fill out the bottom portion of this sheet, attach a copy or original receipt(s) and return to the PTO Treasurer’s box in the Jr. High Office.

Teacher’s Name

Date Submitted

Brief description of items purchased and intended use:

List Each Receipt: _____

TOTAL: _____

*Please note: Our auditors require the receipts.