George C. Round Elementary PTO
Teacher Classroom Reimbursement Request

Name: ____________________ Date: ______________

Email: ______________________________________________________

Amount: $__________________  ($75 for Full Time and $38 for Part Time)

Classroom Resources Purchased
__________________________________________________________
__________________________________________________________

The maximum reimbursement is $75 FT/$38 PT regardless of the amount on the receipt. Reimbursement requests can be submitted to the PTO starting Friday, September 7th, 2018. **All reimbursement requests must be submitted to the PTO by Friday, May 3, 2019.** Please make a copy of your receipts and attach them to this form. Place this form in the PTO mailbox located in the front office.

*Do Not Write Below Line*

__________________________________________________________

Executive Officer Approval: ____________________________ Date: ______

Executive Officer Approval: ____________________________ Date: ______

Check Number ________ Date: ______________