

# Reimbursement Request

Clive Learning Academy PTO

**Copy(s) of receipt(s) for reimbursement must be stapled to the back of this form.**

**Do not combine requests for different projects/events/categories on one form.**

**Please place in the PTO mailbox addressed to: PTO Treasurer**

Name:

Phone and/or Email:

Project/Event:

Date Submitted:

Reason for Reimbursement (please be specific):

Check Payable To:

Amount: \$

Method of Delivery (check one):

- Place check in PTO mailbox at school addressed to payee
- Place check in school mailbox labeled: \_\_\_\_\_ (1A, 6B, etc.)
- Mail to address:

## Completed by PTO

Approved by (PTO Officer): \_\_\_\_\_ Date:    /    /

Processed by PTO Treasurer: \_\_\_\_\_ Date:    /    /

Included in annual budget

Approved at meeting date:

Category:

Subcategory:

Check Number:

Amount: \$

**\* Additional reimbursement information on the back**

## **Submitting Requests for Reimbursement of Expenses**

1. Generally speaking, the Clive Learning Academy PTO prefers to pay bills directly, rather than requiring individual volunteers to pay expenses and then get reimbursed. However, there will be circumstances where reimbursements are necessary.
2. *Please do not "eat" expenses* . We do our budgeting and plan our fundraisers based on prior year's experience. If volunteers do not submit expenses, we under report our expenses and cause budgeting problems for future years. If someone wishes to donate items they have purchased, please contact the Treasurer to ensure that the donation is correctly accounted for.
3. When requesting reimbursement, a Reimbursement Request form is required and can be found in the PTO mailbox. ***All reimbursements require a receipt***. There can be no reimbursement of costs without a copy of the actual receipt or invoice. Copies of receipt(s) totaling the amount of the reimbursement must be stapled to the back of the form.
4. ***Please be sure to cash reimbursement checks right away so we can balance our books each month.***

## **Teacher Start-Up**

1. The PTO offers teachers a classroom "start-up" allowance at the beginning of each school year. Full time teachers can be reimbursed up to \$150 and part time teachers will get up to \$75. This money can be used on anything used in the classroom!
2. All reimbursement forms **MUST BE** submitted by the last school day of October, unless an extension is approved by a member of the PTO executive board.