



# Maple Dale Elementary PTO

## Instructions for Reimbursement of Expenses – Teacher/Professional Grant

- 1) This form is for reimbursement of all PTO expenses associated with Teacher and Professional Grants.
- 2) Please attach all receipts to the form below. No expense will be reimbursed without receipts attached. No receipts will be accepted without this form attached. Please fill out all information including what was purchased and the activity for which the purchase was made.
- 3) Sales tax will not be reimbursed (see our tax-exempt number below). If you are having difficulty making a purchase without paying sales tax please contact the treasurer in advance.
- 4) Place the form and receipts in an envelope marked: **PTO TREASURER, Becky Gohr**. You may turn the form into the front desk at school or place in the "TREASURER" folder in the PTO filing cabinet.
- 5) If you prefer, electronic copies in .pdf format of the Reimbursement form and receipts can be emailed to Becky Gohr at [mdptotreasurer@sycamoreschools.org](mailto:mdptotreasurer@sycamoreschools.org)
- 6) Staff will receive their reimbursement in their school mailbox.
- 7) If you have any questions, please contact Becky Gohr at [mdptotreasurer@sycamoreschools.org](mailto:mdptotreasurer@sycamoreschools.org).
- 8) Reimbursement requests must be received within 30 days of the purchase/event. If there is a reason this deadline cannot be met, please contact the treasurer in advance so an accrual can be made.
- 9) Please allow up to 15 days for reimbursements.

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### MAPLE DALE – PTO TREASURER'S REIMBURSEMENT FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Classroom, Grade or Professional Grant: \_\_\_\_\_

Teacher/Room #: \_\_\_\_\_

Amount: \_\_\_\_\_

Explanation/Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SALES TAX WILL NOT BE REIMBURSED**  
**Tax Exempt Number 31-1348853**  
Please include all receipts with all requests

For Treasurer's Use Only	
Check No: _____	Item Category: _____
Amount Paid: _____	Date Paid: _____