

PTO Reimbursement Request

Date:		Approved:	
Name:			
Address:			

Please note which category the expense should be charged against:

Purpose	Amount	Purpose	Amount
Curriculum Enrichment/Staff Support		PTO Admin - Mgt&Gen	
Assemblies		Bank Charges	
Field Trips		Childcare - PTO Meetings	
Admission Fees		Kids Food PTO Meetings	
Transportation		Legal-Prof. Fees	
Nat'l Child Assault Prev. Maintenance		State Registration Fee	
Classroom Supplies		Other Admin Expenses	
Staff Development			
Document Cameras			
Instructors			
Additional PTO Assistance		Staff Gifts	
		Custodians	
		Secretaries	
Creating Community Committee		Staff Luncheon	
Fall Festival		Staff Appreciation Week	
Skating Party		Other Staff Gifts	
Talent Show			
End of the Year School Picnic			
New Family Social			
Walk n Roll / Safe Routes to School		Other Programs	
Other		Landscaping - General	
		Landscaping - Outdoor Classroom	
		Garden to Table/Garden Club	
After School Programs			
Chess Club			
Multiplication Club			
Running Club/Pebble Pebble			
Fundraising			
School Store			
Flatirons Challenge			
KidzArt			
Donation to Impact on Education			
Yearbook			
TOTAL AMOUNT REQUESTED:			

Please staple your receipts to this sheet!
