

ALLISONVILLE PTO

TEACHER REIMBURSEMENT FORM

Please use this form for budgeted teacher reimbursements (e.g. spirit wear, classroom supplies, school clubs) or approved grant reimbursements.

Allowable Reimbursements:

Classroom supplies and/or Spirit Wear - \$200 maximum
Bash Tickets - \$30 maximum (must attend event)

Teacher Grant based on prior PTO Board Approval
Club supplies - up to \$1500 for all clubs

Please complete this form and submit with original receipts for payment to the PTO mailbox at the front office or via email to avptotreasurer@gmail.com (please scan or take clear photos of all receipts). Checks will be processed on the 1st and/or 3rd Friday of each month.

If you would prefer not to incur any upfront out-of-pocket expenses, you can also create a registry/registries (through Amazon Wish list/Walmart/Target/Lakeshore Learning, etc.) for classroom supplies or similar grant expenses and send the registry links/details, with a copy of this form (please itemize the list of supplies below as well), by email to avptotreasurer@gmail.com. AVPTO will purchase the items directly from the online registry list and they will be mailed to the address provided on the registry.

If you have any questions, please contact the AVPTO Treasurer, Marie Mackintosh, at avptotreasurer@gmail.com or 317-443-6590 (text or calls).

Item Purchased/Requested (you may add an additional typed page if necessary) (Check here if this is an online registry request _____)	Amount

Total Amount: _____

Make check payable to:

Name: _____ (please print) **Email:** _____

Address to send check: _____

Circle one: **Teacher reimbursement** **Bash tickets** **Grant reimbursement**

Signature: _____ **Date:** _____

FOR AVPTO TREASURER:

Online Registry _____ **Check #** _____ **Date issued** _____ **Date sent** _____

(If the debit card was used for the online registry purchases, please attach copies of all receipts to this form.)