



# TEACHER REIMBURSEMENT FORM

The Redfield PTO is committed to minimizing out of pocket expenses by our teachers on behalf of our students. For the 2015 / 2016 school year, the PTO will be reimbursing each teacher, K through 5<sup>th</sup> grade, up to \$150.00 for materials purchased for their classrooms this school year based upon their Full Time Equivalent (FTE) status. Purchases eligible for reimbursement include any materials for the direct benefit of the classroom and students. All items become the property of Redfield Elementary. Reimbursement requests for more than your allocated amount, will be considered at the next regularly scheduled PTO meeting. (1.0 FTE = \$150 0.5 FTE = \$75 0.4 FTE = \$60 ect.)

Supplier/Vendor	Item Description	Purchase Amount
<b>Total Amount of Reimbursement Request</b>		<b>\$</b>

***ATTACH RECEIPTS!!!***  
***Checks will not be written without receipt.***

*Note any special payment instructions or additional explanation below:*

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Your Name:	Date:
Signature:	Grade:

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*For Treasurer's use only:*

*Date paid:* \_\_\_\_\_ *Check number:* \_\_\_\_\_