

# Hance Elementary PTO Teacher Start-up Reimbursement Form 2021-2022

Date: \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Email: \_\_\_\_\_

**\*\* Faculty members must submit their reimbursement request for up to \$75 by the end of April 2021  
 \*\*After April NO reimbursement will be made.**

**Procedures:**

Tape the original detailed receipt for each purchase to the back of this form or to another sheet of paper.  
 Please do not staple receipts to this form. Circle or highlight the amounts requested for reimbursement.  
 Place this completed form and receipts in an envelope addressed to PTO Treasurer, and put in the PTO mail box located in the front office. Keep a copy of your reimbursement request and receipts for your own records.

Reimbursement checks will be issued within 10 days of receipt of the completed Reimbursement Request Form by the Hance Elementary PTO treasurer.

Date of Purchase	Description (Vendor + Item Desc./Purpose of Expense)	Total Amount
<b>Total Due:</b>		

Questions? Treasurer: Anne Rogel & Beth Klebach  
 email: hancetreasurerpto@gmail.com