

## Lyndale Community School Parent Teacher Organization (PTO)

### Teacher / Staff Reimbursement Form

The Lyndale PTO is committed to minimizing out of pocket expenses by our teachers and staff on behalf of our students. Please complete this form to be reimbursed up to \$100 for your classroom expenses. If you have a reimbursement request for more than \$100, please email [lyndalepto@gmail.com](mailto:lyndalepto@gmail.com) with your proposed project and your request will be considered at the next regularly scheduled PTO meeting.

Teacher / Staff to be Reimbursed: \_\_\_\_\_

Date of Expense	What Was Purchased	Amount
		\$
		\$
		\$
		\$
		\$
<b>Total Amount of Reimbursement Requested</b>		<b>\$</b>

Please attach receipts indicating the items for reimbursement and return the completed form to the PTO mailbox in the main office. You will receive a check in your school mailbox within 30 days of submission during the school year.

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

---

For PTO Use Only:

Date of Reimbursement Check \_\_\_\_\_ Check #: \_\_\_\_\_