



LES PTO Teacher Reimbursement Program Form

Attention LES Teachers:

The Louisburg Elementary School PTO would like to give you a gift to start off the 2022-2023 school year! Our gift to you is a \$50 reimbursement, per certified classroom teacher, Music, PE, ART and STEM teachers to be used towards your classrooms!

The process is simple! For any educational items you purchased for your classroom, the PTO will reimburse you up to the designated amount. Funds will be reimbursed after you:

- A. Complete this form.
- B. Attach the corresponding receipt(s), (Receipts dated only between June 1, 2022 and September 30, 2022 will be accepted.) **NO ELECTRONIC RECEIPTS ARE ACCEPTED.**
- C. Return this to the **PTO mailbox in the office of your school.** (You may turn in receipts that exceed your reimbursable amount, but you will only be reimbursed up to \$50.)

We ask that all requests are turned in to the PTO mailbox no later than September 30, 2022 for reimbursement.

Please allow up to 2 weeks for reimbursement. You will receive your reimbursement check via your personal school mailbox.

If you have any questions, please feel free to reach out to the PTO treasurer, Valerie Holmes, via email at Treasurer@louisburgelementaryPTO.org.

Thank you!
Louisburg Elementary Schools 2022-23 PTO Board

****Receipts Required!!****

Request for Teacher Reimbursement Funds

NAME: _____

DATE: _____

SUPPLIES PURCHASED:

DOLLAR AMOUNT REQUESTED: _____

For PTO Use Only

Approved: YES NO Board Initials: _____ Date: _____ Check #: _____