

# Dallas Center-Grimes PTO

## \$100 Teacher Reimbursement Form

**\*\* MUST BE RETURNED PRIOR TO OCTOBER 13! \*\***

The Dallas Center-Grimes PTO is grateful for all you do for our students! We recognize your dedication to teaching and would like to reimburse you for at least some of your out-of-pocket expenses.

**Classroom teachers may receive up to \$100 reimbursement each school year.**

**We REQUIRE a receipt in order to get reimbursed. Please indicate the item(s) that you are requesting reimbursement for.**

Please complete this form, attach your receipt(s) and place in the PTO mailbox. If you have any questions, please contact the PTO president for your school:

<b>Dallas Center: Amy Sonntag</b> (amy.sonntag1@gmail.com)
<b>North Ridge: Betsy Bejarno</b> (bbejarno@yahoo.com)

<b>Heritage: Erin Huiatt</b> (heritage.elementary.dcgpto@gmail.com)
<b>South Prairie: Jen Ohannessian</b> (southprairiedcgpto@gmail.com)

Thank you!

To be completed by Teacher:

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Items Purchased (Examples: books, prizes for kids, chair pockets, printable worksheets, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Total Spent: \_\_\_\_\_

**School Where Teacher is Located (checks will be delivered here):**

Dallas Center       Heritage       Kids Korner (Dallas Center Preschool)  
 North Ridge       South Prairie

*Reimbursement checks will be written on the 15th and the last day of each month. Requests MUST be submitted prior to OCTOBER 13th.*

For Building PTO President / Finance Use Only:      Date: \_\_\_\_\_      Approving Initials: \_\_\_\_\_

**PTO President / Finance: Once approved, place in North Ridge PTO mailbox or e-mail forms to:**  
[treasurer.dcgpto@gmail.com](mailto:treasurer.dcgpto@gmail.com)

For Treasurer Use Only:      Date: \_\_\_\_\_      Check #: \_\_\_\_\_      Approving Initials: \_\_\_\_\_