

# Dallas Center-Grimes PTO

## Reimbursement Request for Volunteers

Thank you for your hard work to benefit the students of Dallas Center-Grimes! Please take a moment to read the information below and complete the form to receive reimbursement for your expenses.

**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!

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Total: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### School Using the Items Purchased:

Dallas Center     Heritage     North Ridge     South Prairie  
 District Group

### Committee Expensed To:

Building Grants     Social Events  
 Discretionary / Other: \_\_\_\_\_     Teacher Appreciation  
 Office Supplies     Teacher Grants

Memo (short description): \_\_\_\_\_  
Example: treats for teachers \_\_\_\_\_

*Reimbursement checks will be written on the 15th and the last day of each month unless special circumstances require other arrangements.*

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: \_\_\_\_\_