



DCES PTO

2018-2019 CHECK REIMBURSEMENT FORM

Requested by: _____ Date: _____

Check one Parent Faculty Date Due: _____

Make Check Payable to: _____ Amount Due: _____

Address: _____

Check one: Return to Requestor
 Mail Directly to Recipient

Special Instructions

Event/Reason*:	Description: (i.e. supplies for a class, prizes for booth, t-shirts, printing, art supplies, etc)	Amount:
Total		

*Event/Reasons can include but are not limited to: Administrative PTO costs, Teacher reimbursements, bday club, spirit wear, PBIS, teacher/grade reimbursement, yearbook, scholastic books, helping hands, hospitality, 5th grade celebration, Game night, Spring carnival, artist in residency, Art Masterpiece, or Other (please specify)

Please attach all receipts and invoices.
Return to PTO Mailbox to attention of: Derek Wong (608) 302-4053 treasurer@dcespto.org
ALL Teacher/Staff reimbursements ONLY: Laurie Carroll (480) 388-6751 lauriejcarroll@aol.com