

Reimbursement Request Instructions

Staff Allotment: The PTSO has approved to pay for classroom related expenses benefiting the students in the amount of \$200 per teacher. Teachers can follow the below steps to request reimbursement for these expenses, or if you would prefer the PTSO Treasurer to purchase the items please coordinate via email (calebptsotreasurer@gmail.com).

Please ensure you have receipts for all expenses to be reimbursed, as actual receipts will need to be provided.

1. Locate the *Reimbursement Form* (excel spreadsheet) on the Caleb Greenwood website under 'Support your School', then 'Important Documents'.
2. Save a copy of the form to your computer, or print the form to fill out a hard copy.
3. Fill out the *Reimbursement Form*.
 - a. The form asks for an address - please include an address if you would like the check mailed. Please leave the address blank if you are ok with a check being placed in your office mailbox.
 - b. The form also asks for a description of what the expenses are for - please include a brief description as to how the items purchased will be used.
4. If filling out the form on the computer, print the form.
5. Attach your receipts to the form.
6. Submit the form to the PTSO Treasurer (red folder in the office on the wall).

Note: Please allow 1-2 weeks for reimbursement as the Treasurer typically checks the folder once a week.