



\$100 Teacher Reimbursement Form

Bullock Creek/Pine River PTO

Complete this form for teacher reimbursement requests (\$100 pre-approved for 2019/2020 school year). If there are other reimbursements outside of the standard \$100, please complete the "Other Reimbursement Request".

Your request can be submitted to the PTO mail slot at either school or emailed to bcprpto@gmail.com (receipts must be included). Submitting the request electronically will expedite the reimbursement process and approved reimbursements should arrive at the mailing address provided in approximately 7 days; requests submitted to the PTO mailbox may take 30 days.

If you have questions, please contact bcprpto@gmail.com.

Contact Information

CHECK PAYABLE TO	DATE
EMAIL ADDRESS	
MAILING ADDRESS (CHECK WILL BE MAILED)	

Itemization and Description of Expense(s)

Description of Expense	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Reimbursement Request	\$

- PTO does not reimburse sales tax. I have excluded taxes from Total Reimbursement Request above.
- Receipts must be submitted prior to receiving reimbursement. I have attached receipt(s).