

LAKESHORE ELEMENTRAY SCHOOL PTO 2011-2112 REIMBURSEMENT FORM

TEACHER PROCEDURES:

- 1) Teachers will be reimbursed for classroom supplies for educational purposes only up to \$200.00 per year. PTO will reimburse up to \$100.00 before December 15, 2011 and \$100.00 before May 15, 2012.
- 2) Reimbursement request must be submitted using this form along with receipts and the county of purchase(s). NC Department of Revenue reimburses the PTO for all sales tax, so it is important to list the county.
- 3) Items must be purchased between July 1, 2011 – July 1, 2012
- 4) Items must be for use in the classroom. Once items are reimbursed they become property of LES. The PTO has the right to refuse any reimbursement request submitted if they do not fit these guidelines.
- 5) Contact the PTO treasurer, Vickie Sawyer with any questions 704-902-7081 or vickie@sawyerinsruance.net

Teacher Name:	Grade Level:	Email address	
Description of Item(s) Purchased:	County of Purchase	Store Purchased	Taxes Paid

FOR PTO USE ONLY:		APPROVED BY 2 BOARD MEMBERS
AMOUNT PAID \$	CHECK NUMBER:	

PLEASE RETURN THIS FORM ALONG WITH RECEIPTS TO THE WOODEN PTO BOX IN THE FRONT OFFICE
LOCATED BESIDE THE DOOR TO THE HALLWAY