

Ivy Elementary School PTO Expense Reimbursement Form

Please submit completed form and all relevant receipts to PTO mailbox in the Ivy Elementary Office. Contact treasurer@ivypto.org with questions.

Today's Date: _____

Name: _____

Role (Please check one option below):

- Ivy PTO Officer
- Ivy PTO Chairperson
- Ivy PTO Volunteer
- Ivy Teacher
- Ivy Staff

How would you like your check delivered?

- Backpack mail (Please provide your child's teacher's name):

- Ivy Teacher/Staff Mailbox (Please provide Ivy Mailbox name):

- Postal Mail (Please provide mailing address):

Detail of Expenses Attached: _____

Total of Expenses Attached: _____

Budget Category

- Event (Please list/describe): _____
- Teacher/Staff Funds
- Ivy Family Support
- Other: _____

Please note that this form is only for expenses incurred by Ivy parents related to their volunteer efforts on behalf of the PTO, its sponsored events, and committees as well as for teachers/staff seeking reimbursement for PTO endorsed classroom/other related expenses. Reimbursement requests should not exceed the budget established for a committee or program. Any additional expenses exceeding the established budget must be pre-approved by the PTO Co-Presidents, and in some cases a vote by the PTO Board.

For Ivy PTO Treasurer Use Only

Date Paid: _____

Check #: _____