



**South Butler Primary School
Parent Teacher Organization (SBPS PTO)**

328 Knoch Road
Saxonburg, PA 16056



Request for Reimbursement of Faculty Expenses

Date: _____ Amount: \$ _____

Name: _____ Room Number: _____

Explanation of expenses to be reimbursed:

Special Instructions:

- Classroom expenses for 2019-2020 school year is \$100 maximum, if you have not submitted previously. Classroom expenses for the 2020-2021 school year is \$100 maximum. You may submit up to \$200 total in classroom expenses between 2019-2020 and 2020-2021 school years.
- **ALL RECEIPTS FOR EXPENDITURES MUST BE ATTACHED TO THIS REQUEST IN ORDER FOR EXPENSES TO BE REIMBURSED. NO EXCEPTIONS!!!**
- Please place this form and all attachments in the PTO mailbox in the school office in an envelope marked "PTO TREASURER" NO LATER THAN May 26, 2021.
- You may turn in more than one expense sheet, if you don't exceed your \$100 maximum.
- ***ALL CHECKS MUST BE CASHED BEFORE JUNE 2, 2021.***
- If you have any questions, please contact Jodie Boltz, PTO Treasurer at (724) 355-1730 or jodieboltz@hotmail.com.

Thank you!

TREASURER'S USE ONLY

Check # _____ Paid on _____ PTO Officer Approval _____

Was back up attached? _____ PTO Officer Approval _____

Date given _____