



Attention LES Teachers:

The Louisburg Elementary School PTO would like to give you a gift to start off the 2021-2022 school year! Our gift to you is a \$50 reimbursement, per certified classroom teacher, Music, PE, ART and STEM teachers to be used towards your classrooms!

The process is simple! For any educational items you purchased for your classroom, the PTO will reimburse you up to the designated amount. Funds will be reimbursed after you:

- A. complete this form,
- B. attach the corresponding receipt(s), (Receipts dated only between July 1, 2021 and September 30, 2021 will be accepted.)
- C. return this form and the actual hard copies of the receipts (NO electronic forms/receipts will be accepted) to the **PTO Mailbox in the office at your school.** (You may turn in receipts that exceed your reimbursable amount, but you will only be reimbursed up to \$50)

We ask that all requests are turned into the PTA no later than September 30, 2021 for reimbursement.

Please allow up to 2 weeks for reimbursement. You will receive your reimbursement check via your personal school mailbox.

If you have any questions, please feel free to reach out to Valerie via email at Treasurer@louisburgelementaryPTO.org

Thank you!
Louisburg Elementary Schools 2021-2022 PTO Board

****Receipts Required!!****

Request for Teacher Reimbursement Funds

NAME: _____

DATE: _____

SUPPLIES PURCHASED: _____

DOLLAR AMOUNT REQUESTED: _____

For PTO Use Only

Approved: YES NO Board Initials: _____ Date: _____ Check #: _____