



Teacher Grant Reimbursement Form

Dear Grant Recipient,

If you applied to the PCS PTO and have been approved for your grant, please follow the steps below for reimbursement.

STEP 1: Place your order/schedule your program

- a. If you are using the school's account to place your order please complete the appropriate *purchase order request form*.
- b. If charging to a personal credit card, please go to step 2.

STEP 2 Collect Receipts/Bill from provider

STEP 3 Attach Receipts to this reimbursement form, fill out the information below, then submit to the PTO mailbox in the PCS office: Attention Michelle Pike (PTO Treasurer)

Payable To: _____

Amount: _____

Grade: _____

Teacher Name: _____ (If different than payable to)

If you have any questions regarding the reimbursement please contact Michelle Pike by phone (860)933-5552 or by Email mpike_27@yahoo.com.

For Treasurer's Use Only

Reimbursement Date: _____ Check # _____

Receipt Provided? **Y** or **N** (if no explain): _____
