



H.C. JOHNSON ELEMENTARY SCHOOL PTO

Teacher Allotment Reimbursement Form

Please use this form to request reimbursement for purchase of classroom supplies. The amount available for reimbursement is set at the beginning of the school year by the PTO. Attach the receipt(s) for the purchase. Please place the completed form with receipts in the PTO President's folder at the reception desk.

Teachers and staff must be paid PTO members to receive reimbursement. Reimbursement forms are due no later than February 1st of the school year during which the supplies were purchased.

Name: _____

Reimbursement amount requested: _____

Description of supplies purchased: _____

Please list each vendor and the amount spent. Attach a receipt for each.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____