



Teacher Grant Reimbursement Form

Dear Grant Recipient,

If you have 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 an order please complete the appropriate *purchase order request form* and bring this to Lisa Dyer's attention.
- b. If charging to a personal credit card please go to Step 2.

Step 2: Collect Receipts/Bill from provider

Step 3: Attach Reimbursement Form to Receipt with the following information

Payable to: _____
Amount: _____
Grade: _____
Teacher Name: _____ (if different then payable to)

Step 4: Submit to PTO box in office: Attention Tonya Brock (PTO Treasurer)

If you have any questions, please do not hesitate to contact Lindsey Verraneault (PTO President) by phone or email.

Congratulations on your grants and thank you for helping to keep us organized.

Kind Regards,

Lindsey Verraneault
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