

# RIVERBEND ELEMENTARY SCHOOL PTO

*promoting an environment at school where teachers and administrators can do their best work and students can do their best learning*

71 Learning Lane, Clyde, NC 28721

Email: [RiverbendPTO@att.net](mailto:RiverbendPTO@att.net)

• INFORM • INVOLVE • INSPIRE •

## STAFF REIMBURSEMENT REQUEST FORM

Staff may request reimbursement from Riverbend Elementary School PTO for the following: **classroom & teaching supplies, training courses & materials, and field trips.** Please complete this form, attach receipts, obtain Mrs. Chamber's signature then place in the PTO box. If approved, reimbursement will be provided as quickly as possible.

Staff Member's Name: \_\_\_\_\_

### PURCHASE INFORMATION

PURCHASE DATE	VENDOR	DESCRIPTION/DETAILS	AMOUNT
** Receipts must be attached**			TOTAL

Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

PTO Representative's Signature: \_\_\_\_\_

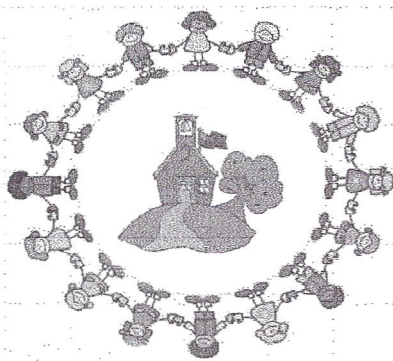
### OFFICE USE ONLY

Check Date: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Notes: \_\_\_\_\_





# RIVERBEND ELEMENTARY SCHOOL PTO

*promoting an environment at school where teachers and administrators can do their best work and students can do their best learning*

**71 Learning Lane, Clyde, NC 28721**

**Email: [RiverbendPTO@att.net](mailto:RiverbendPTO@att.net)**

**• INFORM • INVOLVE • INSPIRE •**

## **Request for funding from Riverbend Elementary School PTO**

Request from: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date funds needed: \_\_\_\_\_

Description of request (Please use additional sheets if necessary and attach all supporting documentation):

---

---

---

---

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PTO Use Only

PTO discussed request on (Date): \_\_\_\_\_

FUNDED: \_\_\_\_\_ PARTIALLY FUNDED: \_\_\_\_\_ NOT FUNDED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

---

---

---

Signature(s): \_\_\_\_\_

Date of check/purchase: \_\_\_\_\_ Receipts to Treasurer on (Date): \_\_\_\_\_

**President - Claudia Norton 713-4293 • Vice President - Michelle Haynes 734-8119 • Secretary - Roxanne Lacerna 734-6804 • Treasurers - Patricia Gonzalez 246-4551 & Danielle Miller 400-1648**