



Solvang School PTO

Teacher Supply Reimbursement Request Form

All Solvang teachers have a \$250 classroom expenses allocation from the district. That allocation must be exhausted prior to requesting funds (up to \$150) from the PTO.

Please check with Sandra Tomasini in the business office if you have questions about where you stand with your \$250 allocation from the district. Sandra will need to sign off on this form prior to submitting to the PTO.

Date: _____

Teacher: _____

Amount Requested: \$ _____

Request Details: (Please attach all receipts)

Name

Address

Telephone Number

District Funds Exhausted:

Signature: _____

Treasurer's Use Only:

Approved By: _____

Date Paid: _____

Check #: _____