

**DWES PTO**  
**Staff's Classroom Account Reimbursement Request**

Staff Member Requesting Reimbursement: \_\_\_\_\_

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

What classroom items were purchased for: \_\_\_\_\_

\_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Mail/Deliver to: \_\_\_\_\_

- ✓ Receipt must be attached for reimbursement.
- ✓ Please circle or highlight the amount to be reimbursed on the receipt.
- ✓ If this is a general reimbursement, room parent reimbursement or fund request please use the alternative appropriate form.
  - All forms are available on the DWES PTO website.

**NOTE: ALL ITEMS PURCHASED BY THE PTO REMAIN THE PROPERTY OF DESERT WILLOW ELEMENTARY SCHOOL**

TO BE COMPLETED BY PTO

Check # \_\_\_\_\_

Date Issued: \_\_\_\_\_

Staff(s) Account to Apply To \_\_\_\_\_