

BES/BMS Core Teacher Enrichment Reimbursement Form 2015 - 2016 School Year

Teacher Information

Name:			Grade / Subject:		
School (check one):	<input type="checkbox"/> BES	<input type="checkbox"/> BMS	Extension # for questions/contact:		
E-mail address:			ALL REQUESTS MUST BE SUBMITTED TO THE TREASURER BY APRIL 1st. After that date, remaining enrichment funds are returned to the general fund for the next year's budget or other requests received. Please seek approval for combining or other use of funds prior to submitting request to avoid confusion, problems or non-approval.		
@bownet.org					

Purchase Details

Date(s) Purchased:	Reimbursement Amount: \$
BRIEF description of item(s) purchased and how purchase(s) to be used for teaching enrichment in your classroom:	

Amounts allotted for 2015-16:

\$75 for core teachers at BES and BMS

Please note that all requests must be accompanied by receipts. They can be originals or copies, or they can be scanned and attached to an e-mail to be submitted with this form.

This form can be completed in electronic format using Adobe Acrobat Reader. Then you can e-mail it, along with scanned copies of your receipts, to bowptotreas@gmail.com. Alternatively, you can complete the request and put it in the PTO Treasurer folder located in the PTO box at your school as you have done in the past.

THANK YOU FOR ALL THAT YOU DO!!

Questions or comments?



PTO Treasurer: Missy Carder
E-mail: bowptotreas@gmail.com

Date Received:	Check #:	Date Paid/Logged by Treasurer:	PTO USE
Expense category:	Comments / Notes:		