

ST. COLUMBAN PTO



Teacher Request and Reimbursement Form

Check one of the following:

- I am requesting an item be approved from PTO
- I already have this item approved, I am seeking reimbursement
(Receipts attached)
- I am seeking approval for Continuing Education
- I am seeking reimbursement for Continuing Education
(Receipts attached with Mrs. Muchmore approval)

Name: _____

Classroom Number: _____

Amount Requested: _____

Item(s) requesting: _____

How will these items help you: _____

For continuing education only:

Course or Program: _____

Location: _____

Professor/Teacher: _____

Tuition Amount: _____

Approval Mrs. Muchmore Yes / No Date: _____ Amount: _____ Initials: _____

Approval PTO Yes / No Date: _____ Amount: _____ Initials: _____