

Pin Oak PTO

Teacher Reimbursement Form

If you are a Pin Oak Teacher, please use this form to request reimbursement from the PTO for purchases of classroom supplies. Please note, no technology may be purchased without prior approval from the school principal. All purchases will stay with the classroom or be consumed in this academic year. The stipend cannot be given to another teacher to use and cannot be saved for the next school year. For larger requests, please consider submitting either a Fall or Spring grant request.

Teachers who are new to Pin Oak can be reimbursed for up to \$200 in their first year. Teachers who are returning to Pin Oak can be reimbursed for up to \$100 per year.

When submitting your receipts, please attach them to another 8 ½ " by 11" piece of paper and submit along with this form. **The form should then be submitted to the Pin Oak Business Manager, Tony D'Angelo, for review and approval.** Once approved, the form will be submitted to the Treasurer for processing.

We recommend that you maintain a copy of this request and the receipts for your records.

Pin Oak Middle School PTO Inc. is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, and is therefore exempt from paying sales tax on purchases. As such, we DO NOT reimburse individuals for sales tax. To avoid paying sales tax, please use the tax exempt form on our website.

Teacher's Name: _____

Date Submitted: _____

Total amount for this request: _____

Check One: New to Pin Oak Returning to Pin Oak

Authorized Signature (Principal or Principal's Designee): _____