

Check #: _____
 Check Amt: _____
 Check Date: _____

2023 - 2024 Blue Sage PTO - Staff Reimbursement Request Form
 Please complete the applicable shaded boxes of this form AND attach all supporting receipts and/or invoices.

Mark One	Teacher/Staff - Classroom Supplies		Budget
	Preschool	Gorup	\$ 200
	Preschool	Kangior	\$ 200
	Preschool	Waddington	\$ 200
	Preschool	Schneider	\$ 200
	Kindergarten	Endelicato	\$ 200
	Kindergarten	Hannibal	\$ 200
	Kindergarten	McDonald	\$ 200
	Kindergarten	Knust	\$ 200
	Kindergarten	Thomas	\$ 200
	First	Dahl	\$ 200
	First	Kobes	\$ 200
	First	Mack	\$ 200
	First	Miller	\$ 200
	First	Moore	\$ 200
	Second	Foiles	\$ 200
	Second	Lortz	\$ 200
	Second	Nielsen	\$ 200
	Second	Novak	\$ 200
	Second	Taylor	\$ 200
	Third	Lee	\$ 200
	Third	Dykman	\$ 200
	Third	Moore	\$ 200
	Third	Becker	\$ 200
	Fourth	Lawrence	\$ 200
	Fourth	Mull	\$ 200
	Fourth	Dice	\$ 200
	Fourth	Bruck	\$ 200
	Fifth	Carlson	\$ 200
	Fifth	Harris	\$ 200
	Fifth	Lunzmann	\$ 200
	Art	Emerson	\$ 100
	Counselor	Poe	\$ 100
	HALE	Craig	\$ 100
	Media	Farrell	\$ 100
	Music	Stover	\$ 100
	PE	Fickel	\$ 100
	Reading	Lech	\$ 100
	Special Ed.	Fraaken	\$ 200
	Special Ed.	Shirley	\$ 200
	Special Ed.	Buhr	\$ 200

SUBMITTED BY:	
DATE SUBMITTED:	
AMOUNT REQUESTED	\$

SIGNATURES OF APPROVAL:

****Grade Level Discretionary expenditures require the signature of each teacher in the grade.**

PAYABLE TO:

(Staff reimbursements will be delivered to office mailboxes)

ADDRESS:

(To be used in case of remittance to a 3rd party vendor)

Mark One	Grade Level Discretionary**	Budget
	Preschool	\$ 400
	Kindergarten	\$ 500
	First	\$ 500
	Second	\$ 500
	Third	\$ 400
	Fourth	\$ 400
	Fifth	\$ 300

Mark One	Other	Staff	Budget
	Pebble Go	Christ	\$ 1,800
	Plinko 4 Prizes	Christ	\$ 600
	In-Service Meals	Christ	\$ 700
	Principal Fund	Christ	\$ 1,000
	One School One Book	Christ	\$ 200
	Birthday Books	Christ	\$ 1,000
	Safety Patrol	Carlson	\$ 100