

# REIMBURSEMENT REQUEST



For both DCSD employees and non-employees

## **Purpose of this form →**

This form should be used to request any financial reimbursement from the GRE PTO.

## **Use of this form →**

This form can be used by either DCSD employees or non-employees.

## **Questions about how to complete this form →**

Please reach out to Andy Goehl at [treasurer@grepto.org](mailto:treasurer@grepto.org).

## **Instructions for attaching receipts:**

- Please attach copies of “clean receipts” to this form.
- Receipts can be scanned and emailed in a single email.
- Receipts should not include personal items (if so, designate them as personal items).
- Reimbursements cannot be made on gift cards.
- If possible, please reconcile all receipts before submitting.
- Place this form with attached receipts in the PTO mailbox.

## **Additional information**

### **For DCSD employees:**

- Provide your name, employee number, and DCSD email address.
- For the 2025-2026 school year, GRE PTO grants are up to \$250. You can turn in receipts for more than that, but we can only reimburse up to \$250 total. You can send in more than one request if you want (though it’s easier to just do it once), but the total we cover still maxes out at \$250. There’s no set deadline, but we’d love it if you could get everything in by September 30.
- You will receive your reimbursement funds via your paystub.

### **For non-DCSD employees:**

- Provide your name, event, street address, and email address.

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- Before you buy anything, just make sure an officer gives the thumbs-up. We can only pay you back with an old-school paper check—no apps or cash. Try to send in your reimbursement within 30 days after your event (you can send it in beforehand too). After June 15, once the school year's over, we can't reimburse any request after that date (the DCSD Foundation does not allow it).
- You will be reimbursed by physical check from the DSCD Foundation.

**Please complete the following →**

**DSCD employees:**

Name \_\_\_\_\_

DCSD employee number \_\_\_\_\_

DCSD email address \_\_\_\_\_

**Non-employees:**

Name \_\_\_\_\_

Related event or project \_\_\_\_\_

Address line 1 \_\_\_\_\_

Address line 2 \_\_\_\_\_

Email address \_\_\_\_\_