



Discovery Elementary School PTO

Staff/Teacher Expense Approval Form

Please send the form for approval form at least 10 days before your planned expenses.

Staff/Teacher name: _____ Date: _____

Are you a PTO member: Yes _____ No _____

Grade: _____ Preferred way to contact (email, phone): _____

What will the money be used for (Event, field trip, classroom supplies etc.): _____

Who will benefit and how: _____

Is this money used for (Circle one): Single teacher or class / Entire grade level / Entire school

Amount requested from PTO: \$

[Please forward to PRINCIPAL for APPROVAL. Only the expenses approved by Mr. Painter will be reimbursed.]

PRINCIPAL AND PTO USE ONLY:

Principal Approval: _____ Date: _____

Funds coming from: _____

PTO Board Approval: _____ Date: _____

Please forward the signed approval to PTO Treasurer and a copy to the Staff/Teacher to submit along with the Expense Reimbursement Form.