

Cloverleaf Elementary PTO (CEPTO)  
Get Involved - Make a Difference  
**STAFF REIMBURSEMENT FORM**

Use this form to request reimbursement of up to \$50.00 per class per school year  
from CEPTO for capitol and/or consumable items used by the students.

**Please note:** Printers, printer supplies, and food items are not eligible.

Receipt(s) for items purchased must be attached.

Check payable to: \_\_\_\_\_ Total refund requested: \$ \_\_\_\_\_

Reason items were purchased: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature Date

\*In order to maintain proper accounting of expenses, required under the Cloverleaf Elementary PTO  
Internal revenue Services 501.c.3 Certification, this form must be completed with receipts attached.

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PTO USE ONLY

Date Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_

\_\_\_\_\_  
PTO Officer Signature Title

\_\_\_\_\_  
PTO Officer Signature Title

Approved Denied

Check Number: \_\_\_\_\_ Reason: \_\_\_\_\_

Date Recorded: \_\_\_\_\_