

Reimbursement Guidelines

CROCKER ELEMENTARY PTO

2910 SW Applewood St.
Ankeny, IA 50023

ADDITIONAL INFORMATION

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www.crockerpto.org



GUIDELINES

The Crocker PTO will reimburse Homeroom Parents for appropriate and reasonable expenses that are incurred within budget during the course of planning and executing approved events.

Both the Crocker PTO and school administration encourage gifts to be for classroom use. **PTO funds cannot be used to gift “personal” items to a teacher and the PTO will not provide reimbursement for personal items.** Please see a list of approved expenses for reimbursement below and contact the PTO if you have any questions.

Homeroom Parents are not to exceed \$100 for class parties/teacher birthdays. Suggested amounts for each event are Teacher Birthday - \$25, Fall/Winter/Spring Classroom Parties - \$75 (to be split among the three parties). No outside food, candy, or beverages will be allowed to be brought into the school for the classroom parties. Snacks will be provided by the PTO.

Reimbursable expenses for each of the Homeroom Parents include the following:

- Classroom supplies or a gift card for classroom supplies
- Materials to decorate classroom door
- Basket of teacher “wish list” items for classroom
- Lunch for the teacher (no food for the entire classroom)
- Balloons (mylar only) or flowers/plant for the classroom
- Gift cards must be for places where the teacher can buy items for the classroom (Learning Post, Walmart, Target, Amazon, etc.)
- Party supplies and games
- **Gift cards for personal items such as coffee shops, restaurants, massages, nails, jewelry, etc. will not be reimbursed by the PTO.**

If you have multiple homeroom parents for a classroom or if you will be doing a combined party for multiple rooms in a grade level, please discuss as a group how you will handle the expenses (who is paying, budgeting, and requesting reimbursement) to eliminate issues as the year progresses.

A reimbursement form will need to be completed and submitted to the PTO along with the necessary receipt(s). This form can be found on the PTO website www.crockerpto.org
Reimbursement requests must be submitted prior to the end of the school year to be honored.