

Procedure for Reimbursement of PTO Expenses

Please put your receipt in an envelope. Write on the envelope:

- your name (how the check should be made out)
- what event or classroom the expense is for
- how you wish to receive your reimbursement check. If you would like for the check to be sent through kidmail, include your child's name, grade and homeroom teacher. If you would like the check to be sent through regular mail, please include a self-addressed, stamped envelope.

Please send your envelope with receipts to Lisa Wells:

- through kidmail to Luke Wells in Mrs. McGreevy's class (1M) or Jack Wells in Miss Rhodes class (4R)
- bring to afternoon carpool
- scan and email to lisagwells@bellsouth.net

Per Jill Mullaney, please allow 7 days for processing of check requests.