

# Odyssey PTO Reimbursement Form

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Please complete this form out completely to be reimbursed by OPTO. Any lines left blank could result in delayed payment. No payments will be made without this form attached. Please confirm with OPTO to ensure there is money available in the budget category you need. Your reimbursement check will be mailed to you. Thank you!

**All forms and receipts must be submitted by June 15<sup>th</sup>.**

Please contact [odyssey.treasurer@bainbridgeptos.org](mailto:odyssey.treasurer@bainbridgeptos.org) with a copy of the form, and copies of the receipts.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_

\$	Teacher Enrichment Cluster 1-2	\$	Specialist Enrichment Art
\$	Teacher Enrichment Cluster 3-4	\$	Specialist Enrichment Music
\$	Teacher Enrichment Cluster 5-6	\$	Specialist Enrichment PE
\$	Teacher Enrichment Cluster 7-8	\$	Specialist Enrichment Spanish
\$	Extra Teacher Duties	\$	Special Education Support
\$	Odyssey Office	\$	Emergency Prep
\$	Outstanding Osprey	\$	Nurse Supplies
\$	Library 1-4	Supplies for the Grades 1-4 library.	
\$	Library 5-6	Supplies for the Grades 5-6 library.	
\$	Outdoor Ed 1-6	Outdoor education expenses.	
\$	Outdoor Ed 7-8	Outdoor education expenses.	
\$	General Expenses	Check with the Treasurer before using.	
\$	Parent Enrichment Fund	Parent's discretionary fund for classroom enrichment, new ideas, events and celebrations including teacher appreciation. Includes funds to pay for grade 6 and 8, graduation ceremonies. Includes Publicity and Open house expenses.	
\$	Field Trips	Funds for classroom field trips.	
\$	Integrated Learning Blocks	Funds for fees and materials.	
\$	Garden Upkeep/Farm to School	Funds for the garden upkeep and materials.	
\$	Drama	Funds for plays and other drama programs.	
\$	Other Fundraising Expenses	Other expenses related to fundraising.	