



Faculty and Staff Expense Reimbursement

Purpose: To communicate updated procedures on how teachers are to submit requests for classroom supplies or other classroom needs that are not included in the annual student/family ordered classroom supplies. For the 2024-2025 school year, the Barrington PTO will reimburse full time teachers up to \$200 for purchased classroom supplies per school year (\$75 for half time and \$50 for all support staff).

Procedures:

- KEEP ALL RECEIPTS – you will not be reimbursed for items purchased without a receipt or a copy of the receipt.
 - Tax CANNOT be reimbursed by the PTO. Tax will be paid for by the purchaser or tax can be avoided by using the Barrington PTO Tax ID number 20-1284177.
 - ONE SUBMISSION per teacher will be processed. Please do not submit until all items are purchased for reimbursement.
1. Go to [Faculty and Staff Expense Reimbursement Form](#).
 2. Type your name, find your position in the drop-down box and enter your email.
 3. In the Expense Amount box, type in the total reimbursement you expect to receive (remember not to include tax in your total).
 4. In the Expense Description box, include the store name, a brief description of the items purchased and amount spent for each store. If your total exceeds the maximum amount, you will only be reimbursed the maximum amount allowed.
 5. Attach an electronic copy of all your receipts. Your attachment can be multiple pages but MUST be all contained in one file.

Please complete and submit reimbursement forms by May 1, 2025. No late forms or receipts will be accepted. Reimbursement checks will be issued periodically throughout the school year as complete reimbursement requests are received and reviewed by the PTO Executive Board.

THANK YOU!!