**Fireside Elementary Parent Teacher Organization** 845 W. Dahlia Street Louisville, CO 80027

Phone: 720-561-7900 www.firesidepto.org

The Fireside Elementary Parent Teacher Organization has allocated funds for our teachers, resource support staff and Principal to help create the best educational experience. The following questions and answers will help you get reimbursed for the funds that you are allocated.

**1. How do I get reimbursed?**

Please complete a reimbursement form (available in the main office or at www.firesidepto.org/policiesforms) and attach your original receipts. We cannot process reimbursements without proper documentation. Please follow the current reimbursement directions on the form. Our PTO Treasurer and Bookkeeper will handle all reimbursements. Reimbursements will typically be processed monthly. If you would like your reimbursement to be expedited please email the Treasurer at treasurerfiresidepto@gmail.com.

**2. How do I fill out my form?**

It is important that your reimbursement form is filled out completely. Please indicate which budget line item your reimbursement should come from (your individual classroom account, your grade level account or other). We ask that you also total up your receipts and, if there are only some items on a receipt that need to be reimbursed, please calculate the amount of tax that needs reimbursement.

**3. What if I go over budget?**

Please try to keep your expenditures within the amount of your budget. If your receipts total more than your allocation, you will be reimbursed up to the amount remaining in your account. You can contact treasurerfiresidepto@gmail.com if you need your balance.

**4. How do I get approval to spend over my budget allocation?**

If you would like to buy something through the PTO that will cost more than you have been allocated, please fill out an Application for PTO Funds Form (available in the main office or at <https://www.firesidepto.org/policiesforms>) and leave your request in the PTO cabinet or email it to the Treasurer at treasurerfiresidepto@gmail.com. Requests under $500 will be discussed at the next monthly PTO meeting and voted on at the same meeting. Requests over $500 will be discussed at the next meeting, but can’t be voted on until the following PTO meeting (typically one month later). It is helpful to include as much information as possible on the form to assist those who will be voting on your request. You are encouraged to discuss your request ahead of time with a member of the PTO Board, and of course you are welcome to attend the meeting so that you can answer any questions that may arise. The PTO has a good track record of approving items that enhance children’s educational experience, so you are encouraged to ask for extra funding if needed.

**5. What if I buy something that is shared between other teachers?**

Please indicate if you wish the reimbursement to be split between different accounts when you submit the reimbursement form.

**6. If I have more than one receipt, can I put them all on the same reimbursement request?**

Yes please! Grouping together receipts helps save processing time as fewer checks need to be printed. Please do provide all the necessary account information for each receipt.

**7. What happens at the end of the school year if I haven’t spent my money?** Your allocation does not roll over from year to year. Funds from each year’s allocation must be used by the end of the school year. We request that all reimbursements are submitted by May 15. Exceptions may be allowed by contacting the Treasurer at treasurerfiresidepto@gmail.com.

Thank you for all your efforts in giving our children a wonderful educational experience! If we can be of assistance or if you have questions, please reach out to us! The full Board list can be found on our website at [www.firestidepto.org](http://www.firestidepto.org). For questions, please email:

treasurerfiresidepto@gmail.com

chairfiresidepto@gmail.com