



IRONIA ELEMENTARY SCHOOL PTO  
303 Dover Chester Road • Randolph, NJ 07869



## Ironia PTO Room Parent Reimbursement Request

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Venmo Name: \_\_\_\_\_

Room Parent Reimbursement – Grade Level: \_\_\_\_\_

Summary of Items Purchased: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Amount Due: \_\_\_\_\_

The Ironia PTO is a recognized 501(c)(3) charitable organization; therefore, it is exempt from sales tax.  
Please do not include sales tax as it will not be reimbursed.

Signature: \_\_\_\_\_

Head Room Parent Signature: \_\_\_\_\_

\*All forms must be pre-approved by the Grade Level Head Room Parent prior to submitting to the Treasurer.

Please include a copy of the store receipt(s) for the Treasurer’s records.

**Requests can be submitted electronically to the email below or can be sent in  
to school in an envelope labeled: “Ironia PTO Treasurer”**

If you have questions, please contact Jen Begraft at [ironiaptotreasury@gmail.com](mailto:ironiaptotreasury@gmail.com)

updated: 10/01/22