



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 Maureen Rockaway at ironiaptotreasury@gmail.com

updated: 09/17/23