

H.B. du Pont PTA Request for Reimbursement Teacher Support Fund

Please attach all relevant receipts in an envelope and turn into Kristy Adkins, PTA Treasurer. This can be left in the Treasurer's folder in the Office, or mailed to 8 Fox Chase Lane, Hockessin DE 19707. Questions? Email kla3170@comcast.net.

You must be a member of the PTA in good standing to qualify for reimbursement from the Teacher Support Fund.

Date: _____

Check Payable to: _____

Mail to: _____

Phone # and/or Email: _____

Please list each receipt separately, with
description of expense: _____ Amount:

Total: \$ _____

*****Note** Please make every effort to turn in receipts within 30 days of incurring expenses, and no later than June 8, 2011. Receipts which are not clearly legible can not be reimbursed, so please ensure that all receipts are legible and all items accountable. Reimbursement may be up to \$50.00 for expenses incurred between August 1, 2010, and June 8, 2011 (last student day of the year).***

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For Treasurer's Use Only:

Date Issued: _____

Check #: _____

Amount of Check:\$ _____

Approved by: _____