

Request for Reimbursement 2020-2021 Teacher Instructional Supplies

Please attach all relevant receipts in an envelope and turn into Ann Pollock, PTA Treasurer. This can be left in the PTA mailbox in the School Office.

Please make a copy of the receipts and form for your records.

Any questions e-mail ampollock75@gmail.com

You must be a member of the PTA in good standing to qualify for reimbursement from the Teacher Instructional Supplies Budget. Up to \$50 can be requested for supplies.

Date: _____ Check Payable to: _____

Mail to: _____

Phone No. and/or e-mail: _____

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 November 30, 2020. Receipts which are not clearly legible cannot 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, 2020, and November 30, 2020

For Treasurer's Use Only

Treasurer sign off: _____

Date Issued: _____

Check #: _____

Amount of Check: \$ _____

Approved by: _____

Budget Line Item: Teacher Instructional Supplies