

## Request for Reimbursement 2017 - 2018 Teacher Support Fund

Please attach all relevant receipts in an envelope and turn into Jen Wootten, 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 [Wootten\\_Jen@verizon.net](mailto:Wootten_Jen@verizon.net)

You must be a member of the PTA in good standing to qualify for reimbursement from the Teacher Support Fund. 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 December 15, 2017. 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, 2017, and December 15, 2017.***

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For Treasurer's Use Only:

Date Issued: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_