

## **PTA Teacher Allocation Reimbursement Form 2023-2024**

The PTA requests that the materials purchased with PTA provided allocations *benefit the students* in your classroom.

- All teachers receiving reimbursement must be PTA Members.
- We ask that requests be submitted by November 30, 2023 & March 31, 2024.
- Full time teachers are allocated up to \$200. Part time teachers are allocated up to \$100. Gift cards will not be reimbursed.
- All allocation requests must be submitted with a receipt. When possible, please submit at once or in two/three increments throughout the year.

Submitted by: \_\_\_\_\_ (Print Name) Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_ (Signature)

Purpose: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

List receipts individually: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total of all receipts: \_\_\_\_\_

\_\_\_\_\_

### ***(FOR TREASURER'S USE ONLY)***

\_\_\_\_\_ added to budget  
\_\_\_\_\_ added to comp. register

Date Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Balance Due: \_\_\_\_\_

Line Item: \_\_\_\_\_