

PTA Teacher Allocation Reimbursement Form 2016-2017

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 **April 28, 2017.**
- 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.

Submitted by: _____ Date: _____
(Print Name)

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: _____