



# CLASSROOM MATERIALS REQUEST FOR REIMBURSEMENT

*Reimbursement request for classroom materials already purchased. Please attach receipts. Maximum reimbursement amount is \$50. Availability is limited.*

Name: \_\_\_\_\_

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

Amount of Request (limit is \$50): \$ \_\_\_\_\_

Description of Items Purchased:

Instructional/Classroom Use:

Make Check Payable To: \_\_\_\_\_

Date Payment is Needed (if applicable): \_\_\_\_\_

**Note:** *It can take up to two weeks for you to receive a check once you have submitted your receipt(s). Longer waits should be expected during those times when school is not in session (e.g. over breaks, during the summer, etc.).*

## INSTRUCTIONS:

1. Complete this form.
2. **Attach receipts or invoices** (if applicable).
3. Put this completed request in the PTA box in the office.

*Please contact Marie Garland, Treasurer at [mbgith@gmail.com](mailto:mbgith@gmail.com) with any questions.*

### Treasurer Use Only

Date Received:

Amount Paid:

Date Booked/Paid:

Check No: