

Meadow Park PTA

Teacher Request for Reimbursement or Payment

Instructions: Attach receipts or purchase orders to the back of this form. Make a copy for you records. Place the form in the PTA Treasurer's file folder.

Date: ____ / ____ / ____

Amount of Check: \$ _____

Make Check Payable to: _____

Requested by: _____

Return check to: _____ person requesting check _____ Mail in the attached envelope

Additional Notes: _____

The funds for this reimbursement will come from the following PTA fund: (circle one)

Teacher Allotment

Field Trip Fund

This reimbursement supports the following curricular areas(s):

____ Art

____ Phonics

____ Social Studies

____ Language

____ P.E.

____ Spelling

____ Math

____ Science

Other: _____

I purchased:

____ All About Me Posters

____ Art Supplies

____ Big Blocks

____ Books (Student)

____ Books (Teacher)

____ Border / Bulletin Board

____ Charts

____ Computer Fonts

____ Computer Games / Activities

____ Computer Graphics

____ Clip Art Books

____ Electric Pencil Sharpener

____ Field Trip

____ Fluorescent Paper

____ Manipulative

____ Music Tapes

____ Self Esteem Materials

____ Stickers

____ Tapes (Blank)

____ Tapes (Educational)

____ Teacher Resource Books

____ Videos

____ Other:

Date Approved: ____ / ____ / ____

Check No. _____

Signatures: (Two required)

President

1st Vice President / Treasurer