



MEADOW PARK
PTA

TEACHER REQUEST FOR REIMBURSEMENT OR PAYMENT

INSTRUCTIONS: Complete in blue or black ink. Attach receipts or purchase orders to the back of this form. Make a copy for your records. Place form in the PTA Treasurer's mailbox.

DATE: ____/____/____	CHECK AMOUNT: \$ _____
MAKE CHECK PAYABLE TO: _____	
REQUESTED BY: _____	
RETURN CHECK TO: <input type="checkbox"/> PERSON REQUESTING CHECK <input type="checkbox"/> MAIL IN ATTACHED ENVELOPE	
NOTES: _____	

THE FUNDS FOR THIS REIMBURSEMENT WILL COME FROM THE FOLLOWING PTA FUND:

- Teacher Allotment Field Trip Fund

THIS REIMBURSEMENT SUPPORTS THE FOLLOWING CURRICULAR AREA(S):

- | | | |
|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Art | <input type="checkbox"/> Phonics | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Language | <input type="checkbox"/> P.E. | <input type="checkbox"/> Spelling |
| <input type="checkbox"/> Math | <input type="checkbox"/> Science | <input type="checkbox"/> Other: _____ |

I PURCHASED:

- | | | |
|--|--|---|
| <input type="checkbox"/> All About Me Posters | <input type="checkbox"/> Computer Games/Activities | <input type="checkbox"/> Self Esteem Materials |
| <input type="checkbox"/> Art Supplies | <input type="checkbox"/> Computer Graphics | <input type="checkbox"/> Stickers |
| <input type="checkbox"/> Big Blocks | <input type="checkbox"/> Clip Art Books | <input type="checkbox"/> Tapes (Blank) |
| <input type="checkbox"/> Books (Student) | <input type="checkbox"/> Electric Pencil Sharpener | <input type="checkbox"/> Tapes (Educational) |
| <input type="checkbox"/> Books (Teacher) | <input type="checkbox"/> Field Trip (Grade ____) | <input type="checkbox"/> Teacher Resource Books |
| <input type="checkbox"/> Border/Bulletin Board | <input type="checkbox"/> Fluorescent Paper | <input type="checkbox"/> Videos |
| <input type="checkbox"/> Charts | <input type="checkbox"/> Manipulative | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Computer fonts | <input type="checkbox"/> Music Tapes | |

DATE APPROVED: ____/____/____	CHECK NO. _____
TWO REQUIRED SIGNATURES:	
_____ PRESIDENT	_____ 1st VICE PRESIDENT/TREASURER