



## STAFF 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 file cabinet in the folder marked "Treasurer" and email treasurer@meadowparkpta.com to let the treasurer know it is ready for pick up.

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      ☐ Staff Allotment      ☐ Principal Allotment      ☐ Field Trip Fund

THIS REIMBURSEMENT SUPPORTS THE FOLLOWING CURRICULAR AREA(S):

____ Art	____ Phonics	____ Social Studies
____ Language	____ P.E.	____ Spelling
____ Math	____ Science	____ Other: _____

I PURCHASED:

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

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