

AVOCA PTA

TEACHER GRANT REIMBURSEMENT FORM

ALL REQUESTS DUE BY FEBRUARY 28

Use this form to request the AVOCA PTA Treasurer to reimburse you for classroom related expenses incurred during the school year.

Receipts for expenses MUST be attached to this request form

Date of Request: _____

Request Submitted by: _____ Grade: _____

Total Reimbursement Requested Amount: \$ _____

Date of Expense(s): _____

Description of Expense(s):

For Avoca PTA Treasurer Use Only

PTA Member: Yes _____ No _____

Paid Date: _____ Check Number: _____ Amount Paid: _____

Check Dispersed by: Mail _____ In Person _____ Placed in Box: _____ Other: _____

Account Used: _____