



RIVER EVES PTA CLASSROOM REIMBURSEMENT FORM

School Year: 20__-20__

The River Eves PTA is proud to work with you this year in support of our kids' education. We have allocated funds to help contribute to the cost of classroom materials for the benefit of students and teachers. Please review the requirements and complete the form for your reimbursement.

REIMBURSEMENT CRITERIA:

- Must be a PTA Member
- Must include original receipts
- Place completed form and attach receipts and put in the PTA drawer in the office. There will be a green expandable file folder laying in drawer...please place in there.
- Maximum reimbursement is \$100.00 (full time); \$50.00 (part time)
- Deadline for submission: **Final school day of 1st Semester**

COMPLETE THIS SECTION:

TEACHER:		GRADE:	
CIRCLE ONE:	Full Time	Part Time	
DATE:		AMOUNT:	

TEACHER SIGNATURE: _____

PTA USE ONLY

APPROVED BY:	DATE:
MEMBERSHIP	
TREASURER	
PRESIDENT	
CHECK NUMBER	