



Please Staple Itemized Receipts Here to Back of Form

**FY2021-22 TEACHER DISCRETIONARY EXPENSE REIMBURSEMENT FORM**

Please use this form to document and request reimbursement of supplies for your classroom and students for FY2021-22. The PTA will reimburse expenses **up to \$100 for Full Time** and **\$50 for Part Time Staff** for Fall with the hope of offering the same amount for Spring.

Directions:

1. Complete form below and attach supporting receipts. Reimbursement cannot be made without receipts. **Note: Please make sure all receipts show the tax paid or that 0 tax was paid on your purchase. This is critical for the PTA to receive sales tax reimbursement as a non-profit organization. Thank you in advance!**
2. Submit form with receipts to the office attention PTA Treasurer, Heidi Keller or email to [leptatreasurer@gmail.com](mailto:leptatreasurer@gmail.com) **by Dec 3, 2021.**
3. Reimbursement checks are usually processed within 15 days.

**Name:** \_\_\_\_\_ **Grade/ Position**

**Email address:**

**Mailing address:**

Requestor Signature:

Date:

Vendor	Description of purchase	Receipt Amount
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Total of Receipts

**BELOW TO BE COMPLETED BY THE PTA BOARD**

President/President Elect/Secretary Signature:

Treasurer Signature:

Date Paid:

Check #:

Amount: