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Teacher Reimbursement Form

**Instructions:** Please complete form and attach receipts. Please accumulate receipts and submit all at one time to the PTA mailbox. Each teacher may receive up to \$200 per school year for reimbursements. Specials teachers (ie, Art, Music, PE, etc) may receive up to \$400 per school year for reimbursements.

Who should we make check payable to? \_\_\_\_\_

<u>Item Description</u>	<u>Date Purchased</u>	<u>Store Name on Receipt</u>	<u>Total Amount</u>

Treasurer Use Only:

Check # \_\_\_\_\_

Date \_\_\_\_\_