Teacher Reimbursement Form

Instructions: Please complete the form and attach receipts. Submit to the PTA Treasurer, Keith Wiggins, at treasurer@mitchellelementarypta.org. Each teacher may receive up to $250 per school year for reimbursements. Music, Art, Physical Education, Media Center and Guidance programs have separate PTA Budgets for reimbursements.

Name: _____ **Contact phone/email:** _____

Who should we make check payable to? _____

Item Description	Date Purchased	Store Name on Receipt	Total Amount

Treasurer Use Only: **Check #** _____ **Date** _____