



### Teacher Reimbursement Form

**Instructions:** Please complete the form and attach receipts. Submit to the PTA Treasurer, Keith Wiggins, at [treasurer@mitchellelementarypta.org](mailto: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? \_\_\_\_\_

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

Treasurer Use Only:

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

Date \_\_\_\_\_