



TEACHER

Reimbursement Request of PTC Classroom Funds



Today's Date:

Name:

Mailing Address: (If check is to be mailed)

Procedure:

1. Attach copies of all receipts with this form. Indicate on the receipt the items for reimbursement.
2. Approved requests are placed in the PTC Treasurer box in the office.
3. Treasurer will pick up requests weekly and process.

Receipt Date Ex: 8/25/23	Business Name Ex: Target	Expense Description Ex: Class writing supplies, or, Ice Cream party	Amount Ex: \$34.25

Need to ask a question?
 Happy to help! Please send your question to:
SunsetRanchPTCTreasurer@gmail.com

Total to be reimbursed

For Treasurer's Use			
Check Cleared Date:	Chart of Accounts Category Name: <i>Teacher Reimbursement</i>	Inputted on Reimbursement Tracker:	Check Signer 1: Check Signer 2: