



JB Watkins PTA Treasury

TEACHER SUPPLY REIMBURSEMENT REQUEST FORM

This form is to be used for School Related Expenses. Attach supporting documentation (ex. receipt, invoice, etc.) to the request form before submitting. **The tax-exempt letter may be used when making purchases and sales tax should not be charged. Some businesses may not accept this, if not, we can reimburse sales tax.** (Tax Exempt Letter is on PTA website at www.jbwpta.com under DOCS →FORMS)

Please make an effort to NOT combine personal expenses on receipts submitted for reimbursement.

2016-2017 Reimbursement Allowances:

- Teacher Aides/Itinerants/Part Time - **\$50**
- Grade Level Teachers/ Specialists/Special Ed - **\$100**
- Full Time Resource Teachers - **\$120**

**** Once the check request form, with receipt(s) is complete, make a copy for yourself and drop the original off in the PTA Treasurer Box in the Main Office. Requests will be picked up weekly by NOON on Friday and delivered directly to your school mailbox by the following Wednesday. *****

----- ALL CHECK REQUESTS NEED TO BE TURNED IN BY FRIDAY, OCTOBER 28, 2016 -----

Description of expense: _____

Check should be issued to (name): _____

Amount requested: \$ _____

Requested by

Name: _____

Email: _____ Grade (if applicable): _____

Date Submitted: _____

Email the Treasurer at treasurer@jbwpta.com with any questions.

PLEASE DO NOT WRITE IN THIS SECTION – TO BE COMPLETED BY TREASURER

Funds Disbursed: \$ _____

Check #: _____

Account Debited: 454- Classroom Supplies/Teacher Checks

Date: _____

Entered into QuickBooks Entered into Checkbook Entered into Excel

Board Member Approvals: _____
