



## Holcomb Bridge Middle School PTA Classroom Reimbursement Form - 2017-2018

The Holcomb Bridge Middle School PTA is happy to provide classroom support to teachers again this year! We have allocated funds to help supplement the cost of materials and/or startup expenses for your classroom. Please review the requirements and complete the form for your reimbursement.

***We thank you for all you do to make our school a better place!***

### REIMBURSEMENT CRITERIA:

- Must be a PTA Member
- Must include receipts
- Place completed form with attached receipts in the PTA mailbox.
- Max reimbursement for full time teachers: \$50.00
- Deadline for submission: **December 1, 2017**

### COMPLETE THIS SECTION

Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Amount of Reimbursement Request: \_\_\_\_\_

General Description of Items: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

<b>PTA USE ONLY</b>		
APPROVED BY		DATE:
MEMBERSHIP:		
PRESIDENT:		
TREASURER:		
CHECK NUMBER:		