

TEACHERS ONLY
Check Request/Reimbursement

Items purchased with your grade level fund or individual class fund are restricted to items that are to be **used directly for the students for educational purposes**. Examples that are not acceptable include treasure box items, personal items, holiday presents, food items and other items of similar nature. Reimbursement will not be granted for these types of items. The funds can be used for class supplies that students will directly benefit from such as, software programs, books and other learning aids.

Please complete the following information and attach all necessary receipts, invoices, and order forms. Checks will not be issued without proper documentation. Place completed Check Request forms in the Treasurer's file folder in the PTA box.

PAYABLE TO: _____

ADDRESS: _____

PLEASE CIRCLE ONE: **GRADE LEVEL FUND** **TEACHER CLASS FUND**

GRADE LEVEL: _____

PURPOSE:

AMOUNT: \$_____ **Please attach receipts**

++++*For Treasurer's Use*

CHECK NUMBER _____

DATE ISSUED _____

GRADE LEVEL _____

TEACHER CLASS FUND F07