



# CLASSROOM GRANT REIMBURSEMENT

Complete the form below.  
 Hand form with original receipts to Betty Ann.  
 Check should be in your box within 14 days.

THIS FORM IS FOR TEACHERS TO BE REIMBURSED UP TO \$250 FOR SUPPLIES DURING THE 2015-2016 SCHOOL YEAR

TODAY'S DATE:		TOTAL REIMBURSEMENT AMOUNT:	
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YOUR NAME:	
EMAIL ADDRESS:	

BRIEF DESCRIPTION OF ITEMS PURCHASED:

DO NOT FORGET TO ATTACH ORIGINAL RECEIPTS

*Thank you for all you do for our students!*

TO BE COMPLETED BY KIRKLAND MIDDLE SCHOOL PTSA BOARD:

CHECK APPROVED BY (Board Member Name):	
APPROVAL SIGNATURE	

FOR TREASURER'S USE ONLY:					
CHECK #:		DATE ISSUED:		TOTAL AMOUNT:	
NOTES:					