



## CLASSROOM GRANT REIMBURSEMENT

Complete the form below.

Return form with original receipts to the PTSA treasurer or scan and email to treasurer@kirklandptsa.org

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

<b>TODAY'S DATE:</b>		<b>TOTAL REIMBURSEMENT AMOUNT:</b>	
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<b>YOUR NAME:</b>	
<b>EMAIL ADDRESS:</b>	

<b>BRIEF DESCRIPTION OF ITEMS PURCHASED:</b>

**DO NOT FORGET TO ATTACH RECEIPTS**

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

**TO BE COMPLETED BY KIRKLAND MIDDLE SCHOOL PTSA BOARD:**

<b>CHECK APPROVED BY (Board Member Name):</b>	
<b>APPROVAL SIGNATURE</b>	

For Treasurer's Use Only		
<b>Check #:</b>	<b>Date Issued:</b>	<b>Amount:</b>
<b>Notes:</b>		