

Lafayette Meadows PTC

TEACHER REIMBURSEMENT CHECK REQUEST FORM

2019-2020

Instructions: For each reimbursement request, please complete this form, attach receipts, and place it in the envelope marked 'Teacher Reimbursements' in the PTC Treasurer's mailbox.

Check Payable to: _____

Date Submitted: _____

Amount Requested: _____ (Subtotal before tax)

Items purchased: _____

Receipt(s) attached

Deliver Check to Recipient's staff mailbox

Mail Check to Recipient address:

Street _____

City/State/Zip _____

Requestor Signature: _____

Contact Treasurer, Rebecca Todd at rwtd4ptc@gmail.com or 260-479-8020 with questions.

Thank you for your time, effort and commitment in making LMES a great experience for everyone!

.....
PTC Treasurer Use

Approved by Signature: _____ Date: _____

Check Number issued: _____ Date: _____