

**Q300 Parent-Teacher Association, Inc.  
Teacher Wishlist Reimbursement Form**

- \* This form is to be used by Q300 teachers to request reimbursement for up to \$550 of wishlist items per year (generally classroom supplies).
- \* The teacher may pay for the items upfront and seek reimbursement or request a check be sent directly to an external vendor for the items.
- \* **IMPORTANT** - the invoices or receipts must be attached to this form.
- \* Leave the completed form and invoice/receipt in the PTA mailbox and scan and email the documents to [treasurer@q300pta.org](mailto:treasurer@q300pta.org).
- \* Allow 7 days for processing time.
- \* The form may be printed and completed manually by hand, or typed in excel and then printed/signed.
- \* **Fall expenses by Dec 16 for reimbursement by Jan 31 and Spring expenses by May 19 for reimbursement by June 23**

**Please complete Part A or Part B:**

**Part A: Reimbursement to teacher for expenses already paid**

Teacher Name:

\_\_\_\_\_

Grade or Division (Upper/Lower) taught:

\_\_\_\_\_

Class / Subject taught:

\_\_\_\_\_

Check delivery options:

Deliver check to teacher at school

Mail to teacher at below address:

\_\_\_\_\_

\_\_\_\_\_

Wishlist Items (please attach all receipts): \$  
and attach separate list if more space is needed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL REIMBURSEMENT CLAIM..... \$

**Part B: Request for payment to external vendor**

Vendor Name (check payable to)

\_\_\_\_\_

Vendor/Payee Contact Name:

\_\_\_\_\_

Vendor/Payee Phone Number:

\_\_\_\_\_

Vendor Address (where check will be mailed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wishlist Items (please attached all invoices) \$  
and attach separate list if more space is needed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL FOR CHECK PAYMENT..... \$

**Name and Signature of Person Completing Form:**

\_\_\_\_\_

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

For Treasurer use only:

PAID
Check #

ENTERED
---------