

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

- * This form is to be used by Q300 teachers to request reimbursement for up to \$500 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@g300pta.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
