



Teacher Check Request/Reimbursement Form 2015 - 2016

If you have a request for items or funds from the PTA, please fill out this form and submit it to the Principal for approval. Once the Principal approves the request, it will be submitted to the PTA board and/or General Membership for approval of expenditures and then signed off on by the proper PTA Officer. If you have any questions in regards to this process, please feel free to contact Heather DePalma at dhdepalma@gmail.com.

Date: _____

Amount: _____

Teacher(s): _____

Description of Request: _____

Description of
Item(s) to be Requested*: _____

Request must be approved and signed by Principal before item/items may be purchased and/or reimbursed by the Mabry PTA.

Principal Signature

Mabry PTA Chairperson Signature

**Please attach receipts and/or purchase orders if applicable*