



SAUDER ELEMENTARY PTG | *Teacher Reimbursement Request*

YOUR NAME:	
REASON FOR REIMBURSEMENT: TEACHER SUPPLIES	DATE SUBMITTED: / /
TOTAL AMOUNT AVAILABLE: \$200.00	TOTAL AMOUNT REQUESTED:



ALL REIMBURSEMENT REQUESTS ARE DUE BY APRIL 1st



RECEIPTS/INVOICES TOTALING THE REIMBURSEMENT AMOUNT MUST BE ATTACHED TO THIS FORM

Please indicate preferred form of reimbursement:

Check

PayPal (Provide Email)

— Email:

NOTE:

- ~ Please make use of our Tax Exempt Form located on sauderptg.com
- ~ Complete this Teacher Request for Reimbursement & place it in the purple PTG Box.
- ~ Contact the PTG Treasurer with any questions regarding reimbursement:

SAUDERPTG@GMAIL.COM

FOR TREASURER'S USE ONLY

CATEGORY: _____

DATE: _____ / _____ / _____

CHECK NUMBER: _____

LOGGED: _____