Hunters Creek Elementary PTA
TEACHER REIMBURSEMENT REQUEST
Teacher Basics & Beyond 2017-18

Teacher Name _____ Budget Amount _____

Grade _____ Remaining Budget _____

** Submit the ORIGINAL receipts with all reimbursement requests.

** Make a copy of your reimbursement form and receipts to keep for your records. All originals will be kept by the VP Finance.

** Turn in your reimbursement forms at any time. Please turn it in to the TBB Lockbox in the office. **FINAL DUE DATE MARCH 31, 2018!**

DATE	STORE/VENDOR	ITEMS PURCHASED/PURPOSE OF PURCHASE	AMOUNT *
		TOTAL	

* The dollar amount in this column should not contain tax. Tax will not be reimbursed. Sales Tax Exempt Forms are available in the school office and on the HCE PTA website.

Please contact Farrell Saunders, farrell@missionheights.net if you have any questions regarding reimbursements, budgets, or items to purchase. Enjoy using this PTA money as you see fit in your classroom. For anything you need beyond this amount from the PTA, please consider submitting a proposal to our Planning Committee. Thank you for all that you do!

Teacher Signature: _____ (Must be signed to be processed)

Approved by: _____ TBB Committee Chair

TREASURER USE ONLY:

Check # _____

Date: _____ Remaining Budget Balance: _____

Amount: _____

Account # 9390 TBB