



Happy New Year Paraprofessionals!

As a thank you for being a member the Gator Run PTA, we would like to start the new year with an additional gift of **\$35.00** to use toward your classroom supplies. Below you will find a "Request for Check Reimbursement" Form. After you have spent the entire \$35.00, please place the completed form along with the original itemized receipt(s) in an envelope marked "Gator Run PTA" and place it in the PTA mailbox.

As always, we couldn't have a successful PTA without the Parent-Teacher relationship. You can always contact us by leaving a message in our mailbox or email us at Michaelides_paula@yahoo.com

**** Please note, all check reimbursements are due by May 1st****

Gator Run Elementary PTA Request for Check Reimbursement

Date: _____ Total Amount Requested: _____

** In order to receive payment, you must attach original receipts and/or bills.

Make Check Payable to: _____

Funds used for: _____ Amount: _____

Funds used for: _____ Amount: _____

Submitted by: _____ Position: _____

Approved by: (President or 1st Vice President) _____

For Treasurer's Use Only

Check #: _____ Date Paid: _____ Budget Category: _____
