



# Happy New Year Teachers!

As a thank you for being a member of the Gator Run PTA, we would like to start the new year with an additional gift of \$75.00 to use toward your classroom supplies. Below you will find a "Request for Check Reimbursement" Form. After you have spent the entire \$75.00, 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](mailto:Michaelides_paula@yahoo.com)

**\*\* Please note, all check reimbursements are due by May 1<sup>st</sup>\*\***

## 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 1<sup>st</sup> Vice President) \_\_\_\_\_

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**For Treasurer's Use Only**

Check #: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Budget Category: \_\_\_\_\_

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