



# Welcome Back Teacher Gift

## Welcome Back Teachers!

The Gator Run PTA would like to welcome our Teacher members to the 2018-2019 school year with a gift of \$75.00 to use towards 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. Assuming fundraising goes well, we plan to make another gift to our teachers in January.

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 [questions@gatorrunpta.info](mailto:questions@gatorrunpta.info)

### Gator Run Elementary PTA Request for Check Reimbursement

Date: \_\_\_\_\_ Total Amount Requested: \_\_\_\_\_

\*\* In order to receive payment, you must attach the 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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