

Rockburn Elementary School PTA, Inc.
(Rockburn PTA)

Teacher Reimbursement Request Form

Rockburn Elementary PTA is fully committed to supporting our teachers in enriching our children's academic experience. We are happy to continue the tradition of reimbursing teachers and paraeducators for supplies and classroom materials that enhance the educational experience of all students.

- **Eligibility:** You must be a Rockburn Elementary PTA member for the current year. Please join no later than December 31, 2023.
- **Deadline:** You must submit this form along with your receipts no later than March 31, 2024
- **Maximum Reimbursement:** Teachers \$90, Paraeducators \$45

Submit To: ROCKBURN PTA PRESIDENT OR TREASURER

Date Submitted: _____ **Budget Year:** 2023-2024

Reimbursement Payable To: _____

I am a: Teacher/Paraeducator (circle one) **Email:** _____

Total Reimbursement Amount: \$ _____

Budget Account/Line Item: Teacher Reimbursement

Explanation of Expenses: (attach original receipts)

{Note: Please be sure to clearly mark receipts by circling items (avoid using a highlighter) for PTA expenses to be reimbursed. Also, if submitting multiple receipts, attach an itemized list of receipts and total costs from each receipt - including sales tax paid, if applicable.}

- ✓ Payee certifies that this request for reimbursement is for actual costs incurred by the payee for expenses covered under the approved Rockburn PTA budget and/or authorized by the Board of Directors in support of the goals and objectives of the PTA.

Payee Signature

- ✓ Reimbursement Delivery: Reimbursement checks will be placed in the teacher's mailbox.

Approval:

Rockburn PTA President or designee (if not payee listed above)

Paid by check # _____ Date: _____ Treasurer's initials _____