

CLASSROOM GRANT REIMBURSEMENT

Complete the form below.

Return form with original receipts to the PTSA treasurer or scan and email to treasurer@kirklandptsa.org

THIS FORM IS FOR TEACHERS TO BE REIMBURSED UP TO \$250 FOR SUPPLIES DURING THE SCHOOL YEAR

TODAY'S DATE:		TOTAL REIMBURSEMENT AMOUNT:	
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YOUR NAME:	
EMAIL ADDRESS:	

BRIEF DESCRIPTION OF ITEMS PURCHASED:

DO NOT FORGET TO ATTACH RECEIPTS

Thank you for all you do for our students!

TO BE COMPLETED BY KIRKLAND MIDDLE SCHOOL PTSA BOARD:

CHECK APPROVED BY (Board Member Name):	
APPROVAL SIGNATURE	

For Treasurer's Use Only		
Check #:	Date Issued:	Amount:
Notes:		