



CLASSROOM GRANT REIMBURSEMENT

This grant form is for **any Kirkland Middle School certificated staff** to be reimbursed up to \$250 for supplies during the school year.

1. Full time certificated staff are eligible for \$250 grants.
2. Part-time certificated staff are eligible for \$125 grants.
3. Requests must be submitted by May 31 of the school year. Purchases must be made during the current school year and past purchases will not be considered.
4. Return form with original receipts to the PTSA treasurer OR scan and email to treasurer@kirklandptsa.org

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:		