



LFES PTA Teacher and Staff Reimbursement Request Form

The LFES PTA Reimbursement Program supports student learning by meeting the needs of teachers and staff. It funds unique or innovative programs or resources; collaborations between teachers; instructional materials; teacher professional development; and more.

Questions? Contact LFES PTA President lfespta@gmail.com or LFES PTA Treasurer lfestreasurer@gmail.com

Requestor(s):		Date:
Grade(s):	Contact(Phone number or email):	
Project Title:		Total Requesting – please attach receipts.
Describe the project in detail – how will it benefit your classroom, the school and/or the students. How will the materials be used? Who will use them? Will they be used for multiple years? Do they work in tandem with any other materials PTA or EFC has supplied? You may attach your description and any supporting documents.		
Has full or partial funding been sought and/or obtained elsewhere? If so explain. If partial funding is provided by the PTA, how will the difference be funded?		
Approved by: President:	EVP:	Treasurer:
Date:	Check #:	

