



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.

Please COMPLETE both sides of this form. Complete individual descriptions for each group or type of supplies purchased. Multiple forms can be submitted together if needed. Thank you for taking the time to be through. This information helps us in audits, identify spending trends, justify teacher reimbursements to the association at large, and revise budgets year after year.

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

Requestor(s):		PTA Member: Yes or No	Date:
Grade(s):	Contact: (phone number or email)		
Reimbursement: (circle one) mailed or delivered to school	Address:		
Project Title:			
Describe the project or need 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? Ex: I purchased folders for each student for their writing portfolios. Folders will be used throughout the year and sent home in June. OR I purchased STEAM activity cards for students to practice coding patterns. Patterning skills will transfer to our Bee Bots in the Lab and be used year to year. Cards for my classroom will be used as independent practice and allow for extra practice beyond Lab time.			
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? Ex: Writing Portfolios will be used with our CUSD literacy adoption. Or STEAM cards will be used in tandem with the STEAM Lab.			

Financials: Attach original receipts or invoices. Whenever possible make sure receipts are “clean” or includes only the items for which you are requesting funds. If the receipt is unclear, ex. includes only item numbers, take the time to clarify those items.

List Expenditures:	Item:	\$
	Total	\$
Date:	Signature:	

For PTA Treasurer Use

____ Membership Approved Activity	____ Funds Released	Date Approved in Minutes:
Check #	Category:	Total Expenditure:

President’s Signature		Date:
Secretary’s Signature		Date:
Treasurer’s Signature		Date: