

George Watts PTA
Classroom Materials Expense Reimbursement Request
2025-2026

Please use this form to request your reimbursement. **Reimbursement forms MUST be emailed to *georgewattsptatreasurer (at) gmail.com* by February 1st.**

Instructions:

1. Make a copy of this form before filling it out: go to **File** → **Make a copy**.
2. Complete all fields in the table below.
3. Email the signed form (digital signatures are acceptable) along with copies of any receipts to the PTA Treasurer at *georgewattsptatreasurer (at) gmail.com*.

Name to whom check should be written:	
Preferred method of payment: <i>Check, Paypal, or Venmo</i>	
Pertinent info for preferred method of payment: <i>Address, Paypal email address, Venmo username</i>	
Amount to be reimbursed:	
Date of request:	
Description of purchase(s):	
Phone number:	
Please check one: ☐ My receipts total \$250 or more, this is my final request. ☐ My receipts total less than \$250 and I plan to submit more requests before the deadline, or I have already submitted other requests. ☐ My receipts total less than \$250, but I will not make any more requests before the deadline (February 1st).	

Teacher Signature

Date

PTA President Approval

Date