

Third Time's a Charm!!!!

Happy New Year APS Teachers... if you have not already turned in your receipts for any amount up to \$150.00 for reimbursement on materials purchased for your classrooms, please do so before February 14th. Once this deadline passes, PTA will no longer reimburse for individual amounts but will ask each Grade Level to determine how best to spend the remaining Classroom Support PTA dollars. We are creating this timeline to ensure we get these grade level items into the classrooms well before the end of this school year.

Please submit your receipts with the requested information below. Return this form to the *Teacher Expenses* file in Mary Alice NeSmith's President file in the black file box on the Green PTA Hutch. We will reimburse you as quickly as possible. Again, the deadline for submitting is February 14, 2012.

Please note the items you are reimbursed for are the property of the School and are not portable should you leave.

Thank you for a great first semester!!! We are proud to support and collaborate with you! If you need anything or have questions for us, please don't hesitate to get in touch.

Mary Alice NeSmith & Your 2011-12 APS PTA Board
maryalicenesmith@yahoo.com

REQUESTER FILLS IN THIS SECTION:

Date of request: _____

Person requesting: _____

Make check payable to: _____

Amount of check \$: _____

Purpose: Classroom support

Signature of requester: _____

NOTE: PLEASE ATTACH RECEIPT(S) TO THIS FORM.

PTA PRESIDENT approval: _____

FOR TREASURER'S USE ONLY:

Date issued: _____

Check number: _____

Treasurer's signature: _____