



Teacher Grant Reimbursement Request

Please complete this form and leave it in the Treasurer's folder for reimbursement.

All purchases require receipts.

Items that are covered by the PTAC Teacher Grant include classroom consumables and grade level activities such as additional field trips. Gift cards cannot be purchased using PTAC funds.

Teachers may combine their individual grants for larger purchases.

Sales tax will not be reimbursed - as a PTAC we are exempt from paying sales tax on purchases for school use. If you need a copy of the exemption certificate, or have any questions, contact:

Bobbi O'Donnell - TreasurerNiwotPTAC@gmail.com

Name(s): _____

Date Submitted: _____

Please submit all receipts within 60 days and by April 30th 2016 to ensure payment before end of fiscal year

**** PLEASE ATTACH RECEIPTS/INVOICE ****

Description	Amount \$
_____	_____
_____	_____
_____	_____
_____	_____
<i>Total amount due</i>	\$ _____

PTAC Treasurer's Use Only		
Date Paid: _____	Check # _____	Amount \$ _____
Account: <i>Teacher Grants 6003</i>	Amount remaining in individual account: _____	