

## PTA Grant Reimbursement/Payment Form

Check which applies:     Reimbursement     Invoice Payment Request

Teacher name: \_\_\_\_\_ Date: \_\_\_\_\_

School (circle):            Lyon            Pleasant Ridge

Item(s) Description: \_\_\_\_\_

Total requested: (receipts/invoice attached): \$ \_\_\_\_\_

Check payable to: \_\_\_\_\_

Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lyon/PR Admin. Signature: \_\_\_\_\_

Reimbursements/payments usually arrive within 2 weeks. Deliver this form to school office for sign off and forwarding to PTA for processing.

Call the following PTA Board Member with questions:

DeeDee Gross  
2006/7 PTA Treasurer  
847-832-1111  
jads144@comcast.net

Treasurer use: date rec'vd \_\_\_\_\_ check# \_\_\_\_\_ amount \_\_\_\_\_