



**Phelps Luck Elementary**  
**PTA**<sup>®</sup>  
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## STAFF/CLASSROOM REIMBURSEMENT FORM

Due to COVID-19 and a reduction in annual fundraisers, we tried our best to preserve some funds for our dedicated staff! This school year, **each staff member at PLES qualifies for a max of \$50** for work reimbursements. Funds are available on a first-come, first-served basis. You may also pool reimbursement requests with your colleagues. **Attach receipts** to support payment request. UPDATE 1/8/21: This form can also be used to apply for "Green Schools" online course reimbursement. This is available via separate funding and does not count against the staff reimbursement maximum. Please indicate "Green Schools" in the Itemized Expenses list. *Questions?* [treasurer@phelpsluckpta.org](mailto:treasurer@phelpsluckpta.org)

Make Check Payable To: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Position: \_\_\_\_\_

Combined (with Names/Positions: \_\_\_\_\_)

Approved By (PTA officer): \_\_\_\_\_ Title: \_\_\_\_\_

### Itemized Expenses continued on reverse):

Item Description:	Amount:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Amount Requested: \$ \_\_\_\_\_**

**\*\*Treasurer's Use Only\*\***

Budget Line Item: Staff/Classroom Reimbursements      Amount: \$ \_\_\_\_\_  
                                  Educational Grants (Green Schools)      Amount: \$ \_\_\_\_\_

Reached max     No, remaining: \$ \_\_\_\_\_    Notes:  
     Data entered in Staff/Classroom Reimbursement Spreadsheet

**Check Total (amount allowed): \$ \_\_\_\_\_**

Check #: \_\_\_\_\_      Date Issued: \_\_\_\_\_       Data entered

Check #: \_\_\_\_\_      Date Re-issued: \_\_\_\_\_       Data entered

Date Reconciled: \_\_\_\_\_       Data entered

Treasurer: \_\_\_\_\_      Date: \_\_\_\_\_

Received By: \_\_\_\_\_      Date: \_\_\_\_\_