

**Valley Oaks Elementary PTA  
Teacher Resource Request  
Voucher 2010-2011**

**Instructions:**

The PTA has approved to reimburse our teachers up to \$300 for classroom activities and supplies. Please fill out this form, attach your receipts and place your request in the Teacher Resource tray on the PTA shelf in the copy room. Please remember that we cannot reimburse sales tax, so please purchase your items using the tax exempt forms available online at [www.valleyoakspta.com](http://www.valleyoakspta.com) . Extra copies of the Teacher Resource Voucher form are also available online.

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

School Email address: \_\_\_\_\_

Grade Level or Area (Block or Specialist): \_\_\_\_\_

Total Reimbursement Requested: \_\_\_\_\_

Items being reimbursed (please summarize ):

<u>Description</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Total:** \_\_\_\_\_

Questions? Please contact Teacher Resource Chairperson – Laura Mullins at [davidcmullins@yahoo.com](mailto:davidcmullins@yahoo.com) .

Teacher's Signature : \_\_\_\_\_