

**Valley Oaks Elementary PTA
Teacher Resource Request
Voucher**

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 . Extra copies of the Teacher Resource Voucher form are also available online under the forms tab of the PTA website www.valleyoakspta.com.

Name: _____ Date: _____

School Email address: _____

Grade Level or Area (Block or Specialist): _____

Total Reimbursement Requested: _____

Items being reimbursed (no need to itemize, but please summarize):

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

Total: _____

Questions? Please contact Teacher Resource Chairperson – Laura Mullins at davidcmullins@yahoo.com .

Teacher's Signature : _____