

# MOODY

Middle School PTA



7800 WOODMAN ROAD / HENRICO, VA / 23228 / 804.261.5015 PH / 804.261.5024 FAX

## PTSA Teacher Reimbursement Form

As a teacher member of the Moody PTSA, you will be eligible to receive up to **\$75 for classroom supply reimbursement**.

Please submit your receipts all at once, if possible. This form must be filled out each time a reimbursement request is made.

Also, please keep in mind the following guidelines:

- Receipts must be dated on or after July 1, 2022 to be reimbursed for this school year.
- Items purchased should benefit the students directly and/or help the teacher provide a better classroom environment. Items should not be just for the teacher's personal use.
- You may submit receipts that total more than \$75, but you will not be reimbursed more than the \$75.

Reimbursement requests must be received **by April 29, 2023** and may be submitted as soon as the school year begins. Please place this form, with your receipts attached, in the PTSA box in the main office by the due date, and your reimbursement check will be processed timely and delivered to your school mailbox!

Additional forms can be found on [www.gomoodypta.com](http://www.gomoodypta.com) under Minutes and Financials – PTA Business Forms.

If you have any questions regarding your reimbursement, please contact Jayakanthan Narayanaswamy at [treasurermoody@gmail.com](mailto:treasurermoody@gmail.com).

Thank you for all you do for our school and for supporting the PTSA!

**Teacher's First & Last Name:** \_\_\_\_\_

**Classroom #** \_\_\_\_\_

**Amount to be reimbursed:** \_\_\_\_\_

**General description of item(s) purchased:**

**To be completed by PTSA:** PTSA Member? \_\_\_\_\_ Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_ Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_ Check Amt: \_\_\_\_\_ Balance: \_\_\_\_\_