

# Art Docent Reimbursement Form

!!! Limit \$70 per class !!!

!!! Please check art room for supplies before buying !!!

Expense Code	Item - Detailed Description	Amount
<input type="checkbox"/> Art Lesson  <input type="checkbox"/> Classroom Art Night Raffle Item		
<input type="checkbox"/> Art Night Expense  <input type="checkbox"/> Art Supply		
	Total:	\$

- All requests for reimbursement must be accompanied by a receipt that is no older than 60 days as per PTSA rules.
- Clearly mark items to be reimbursed and please tape receipts to a white sheet of paper and make a copy for yourself.
- Staple receipts to this reimbursement form and deliver to Michelle Obenaus or address to Michelle and put in PTSA Box in Office.
- After you have received your reimbursement, organize any unused supplies in the art room and let Diane Decker/Kym Hunter know.

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

Teacher: \_\_\_\_\_

Return Check by:

Kidmail – Child/Teacher Name: \_\_\_\_\_ / \_\_\_\_\_



Please do not write below this line

Art Docent Chair: \_\_\_\_\_ Date: \_\_\_\_\_

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

Amount Reimbursed: \$ \_\_\_\_\_ Check #: \_\_\_\_\_