Date Submitted: **Click or tap to enter a date**

Name: **Name**

Address of payee: **Address**

Contact Phone: **Phone**

Email: **Email**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receipt** | **Date** | **Vendor** | **Items purchased** | **Amount** |
| #1 | **Click or tap to enter a date.** | **Vendor name** | **List of items** | **Amount** |
| #2 | **Click or tap to enter a date.** | **Vendor name** | **List of items** | **Amount** |
| #3 | **Click or tap to enter a date.** | **Vendor name** | **List of items** | **Amount** |
| #4 | **Click or tap to enter a date.** | **Vendor name** | **List of items** | **Amount** |
| #5 | **Click or tap to enter a date.** | **Vendor name** | **List of items** | **Amount** |
| Total Amount | **Total** |

To ensure that your reimbursement can be processed, you must:

* Submit the completed reimbursement request form along with supporting receipts. We cannot reimburse you without receipts.
* Please retain original receipt(s) until your reimbursement request is processed and you receive payment.
* Highlight relevant reimbursement items on receipts. Tally and verify expected reimbursement totals for the request.
* The completed reimbursement request form can be emailed to [info@mlkdreamkeepers.org](file:///C%3A%5CUsers%5Cjthibedeau%5COneDrive%5CMLK%20Elementary%5CTeacher%20Reimbursement%5C2020-2021%5Cinfo%40mlkdreamkeepers.org).

Reimbursement requests received by the PTA are done on a monthly basis and will be processed and paid no later than 30 calendar days following receipt of the necessary documentation. We will do our very best to update and notify you if there is expected to be a delay in processing your reimbursement.