

MPS PTA Funds Request and Reimbursement Form

Directions: Please complete this form and submit to a PTA Officer or the PTA Mailbox. Reimbursements and requests will be handled by the end of the next meeting (typically the 1st Monday of each month).

Date of Request: _____

Your Name: _____

Phone Number: _____

Email Address: _____

Request for: _____ Reimbursement for money spent (attach receipts)
(please check one):

_____ Request for future payment (attach additional info)

Amount Requested: \$ _____

Reason For Request: _____

Check Payable To: _____

***** **MPS PTA Use Only** *****

Approved by PTA?: ___ Yes ___ No Date _____

If No, reason for request denial:

NEW IN 2023: *In order to be eligible for PTA funds, the requesting teacher must have joined the PTA on or before October 31st during the current school year.*