



Gateway Middle School PTSA Teacher/Staff Reimbursement Request

The PTSA has set aside funds to assist you in providing necessary items for your classroom or department that will directly enhance the education of our students. Faculty/Staff reimbursements are available **for up to \$50 per school year.**

Please attach all invoices or receipts which are **REQUIRED**. Completed forms should be returned to the **PTSA Mailbox** in the school office. Requests must be received by **Friday June 7, 2024.**

Date: _____

Name: _____

Subject/Department _____

Amount Requested: _____

Are you a member of Gateway PTSA? Yes No

Brief description of item(s) purchased and what the items will be used for:

Check payable to: _____

Phone #: _____

Email address: _____

Method of Receiving Check:

- School Mailbox _____
- Other (mail to, etc.) _____

Gateway PTSA Section

PTSA Board Signature: _____

Print Name: _____

Treasurer Section:

Check #: _____

Date: _____

Entered in MM: _____

Please note checks issued by the PTSA must be cashed within 60 days. After 60 days a stop payment will occur, and if a new check is requested by the payee, the payee will receive the new check, less the stop payment fee.