



**OFFICE**

150 Oak Manor Drive  
Fairfax, CA 94930  
[www.manorpta.org](http://www.manorpta.org)

**QUESTIONS?**

**PRESIDENT**

Anne Capron  
[AnneCapron@sbcglobal.net](mailto:AnneCapron@sbcglobal.net)

**TREASURER**

Tracy Lavoie  
[trcy\\_lavoie@yahoo.com](mailto:trcy_lavoie@yahoo.com)

# Classroom Supplies Tracking Form

Program: Classroom Supplies - Room \_\_\_\_\_

PTA Budget: \$400

Teacher(s): \_\_\_\_\_

Expected Date(s) of Program: Year Round

Deadline for turning in all receipts: June

Budget Line Item: Staff Support

You have received this form because, per the district Roundtable Agreement, the members of Manor PTA set a budget of \$400/teacher for classroom supplies. This form is provided to help you track your expenses against your budget.

**Payment Process:**

1. Receive \$200 at the beginning of the school year.
2. Teacher submits Reimbursement Form(s), with receipts, to account for that \$200
3. Once #2 is fulfilled, Teacher may submit additional Form(s), with receipts, for up to the remaining \$200.

**Instructions:** With each Reimbursement Form you submit to Manor PTA, please record below and include a copy of this form. You'll need to keep your own copy of this form in order to do this.

	\$ 400	<u>Running Total</u>
Budget:	\$ 400	
Reimbursement Form #1	(\$ _____)	\$ _____
Reimbursement Form #2	(\$ _____)	\$ _____
Reimbursement Form #3	(\$ _____)	\$ _____
Reimbursement Form #4	(\$ _____)	\$ _____
Reimbursement Form #5	(\$ _____)	\$ _____
Reimbursement Form #6	(\$ _____)	\$ _____
Reimbursement Form #7	(\$ _____)	\$ _____
Reimbursement Form #8	(\$ _____)	\$ _____
Reimbursement Form #9	(\$ _____)	\$ _____
Reimbursement Form #10	(\$ _____)	\$ _____



# Classroom Supply Reimbursement Form

Person Submitting this Form: \_\_\_\_\_

### Instructions:

*Keep receipts and tape flat and side-by-side to the back of this form or on another sheet of paper.*

*Submit this form, along with with receipts and the Budget Tracking Sheet, to the Treasurer's mailbox.*

*It will be reviewed by the PTA that Friday. A check will be delivered the Friday after that.*

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Receipt(s) Attached Total: \$ \_\_\_\_\_

Amount Donated\* (optional): (\$ \_\_\_\_\_)

Total Reimbursement Requested: \$ \_\_\_\_\_

\*Check here if you would like a donation letter for your tax records

Make Check Payable To: \_\_\_\_\_

Check to be (circle one): Mailed      Picked Up (from front office)

Mailing Address: \_\_\_\_\_

<b>PTA Use Only:</b>	
PTA Board Approval:	_____
PTA Board Approval:	_____
Date Approved:	_____
Budget Item:	_____
Paid:	_____
Check Number:	_____