

GATEWAY MIDDLE SCHOOL PTSA FACULTY/STAFF GRANT REIMBURSEMENT REQUEST

Gateway PTSA is offering this grant to assist you in providing necessary items for your classroom or department. You may combine grants with other staff members to purchase items for your department. Faculty/Staff Grants are available for up to \$50 for the purchase of items that will directly enhance the education of our students.

This form enables the Treasurer to pay expenses correctly and is a record of our expenditures. It protects all of us, and must be completed for all payment requests. Please attach all invoices or receipts, which are REQUIRED for payment and email to gatewayptsa7.3.72@gmail.com

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: _____

Make Check Payable To: _____

Phone #: _____ Email address: _____

Method of Receiving Check:

1) Teachers Mailbox _____

2) US Mail _____

Requested by: _____ Date Requested: _____

School Office Signature: _____ Print Name: _____
(Matthew Bennett/Shona Miller)

For Treasurer's Use:

Check #: _____

Date Paid: _____

Input in Money Minder: _____