

## **NGES PTG Reimbursement Form**

This form must be submitted in order to receive reimbursement for PTG business. **Please attach all receipts** (if applicable). If receipts are missing a missing receipt form must accompany this form. Please type or write legibly on this form

Date form completed: \_\_\_\_\_

Full Name (Legal name for check "make payable" line): \_\_\_\_\_

Grade/Specialty: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent Volunteer (circle one)? Y / N

Contact #: \_\_\_\_\_

Program(s)/Event(s) re-imburement is requested for: \_\_\_\_\_

**Please check one box below:**

Send check home in student's backpack:

\*If above option is checked, please annotate teacher's name and first name of child: \_\_\_\_\_

Send to office for pickup or place in school mailbox:

\*If above option is checked, please annotate whether NGES or NSS Office: \_\_\_\_\_

Send in mail:

\*If above option is checked, please annotate full mailing address below: \_\_\_\_\_

ITEM #	BUDGET LINE ITEM	ITEM & DESCRIPTION (ONE LINE ITEM PER RECEIPT)	DATE OF PURCHASE OR SERVICE	REIMBURSEMENT AMOUNT \$\$
Example	NGES ASEP	Supplies for Lego Enrichment/Services for Lego ASEP	Actual date or range of dates	\$ 50.00
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
<b>TOTAL REIMBURSEMENT AMOUNT:</b>				\$

**Signature of Requester:** \_\_\_\_\_

For reimbursements related to events and enrichment, please send to Monica Rogers (monica.mayall@gmail.com) teacher reimbursements are sent to Kristin Wood (kristin\_wood@hotmail.com) (or for either: [ngesptgtreasurer@hotmail.com](mailto:ngesptgtreasurer@hotmail.com)) or place in PTG (NSS) or Treasurer (NGES) mailbox. An email notification when a hard copy is placed in mailbox will expedite reimbursement.

**FOR PTG USE ONLY:**

Approved by (Name): \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Check #(s): \_\_\_\_\_ Date check submitted to requestor: \_\_\_\_\_

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