



Gibson Gator PTA

312 Gibson Road, Woodland, CA 95695

<http://www.gibsongatorpta.com>

gibsongatorpta@gmail.com

Request for Teacher Reimbursement Form

****Receipts must be included or reimbursement cannot be processed****

Requestor Name: _____ Date: _____

Date(s) of purchase: _____

Brief description of items purchased:

Provide reimbursement via:

___ Mail to home address (*please include self-addressed stamped envelope*)

___ Deliver to Gibson mailbox in office

___ I will pick up at next PTA meeting

PTA USE ONLY

Date Received: _____

Funds available for requestor: _____

PTA Treasurer Approval:

PTA President Approval:

Check Number: _____

Amount: _____