

2017/2018 PTSA STUDENT ACTIVITY/TEACHER GRANTS REIMBURSEMENT FORM

1. **Deadline to submit required reimbursement form and receipts is May 4th, 2018.**
2. Please fill out the shaded section of this form completely
3. Receipts, invoices, or contracts **must** be attached to this form in order to receive payment or reimbursement.
4. Please write a description on the receipts or invoices.
5. Submit this form with your receipts, etc. (copy is acceptable) attn: PTA grants.
6. Documents may be returned by:
 - Dropped off in the GHS main office
 - Mailed to Groves high school, 20500 w. 13 Mile Rd., Beverly Hills, MI 48025

DATE _____

SUBMITTED BY (Name) _____

GROUP NAME _____

PAY TO THE ORDER OF _____

MAIL CHECK TO (Name) _____

ADDRESS _____

AMOUNT _____

Grant Committee Use Only

Approved by _____

Date _____

Treasurer Use Only

Check No. _____

Date Paid _____