

Request for Reimbursement for Teacher Grant Individual and Team Expenditures

TO RECEIVE REIMBURSEMENT for funds expended for your Grant:

- print this form
- complete the following information
- attach receipt and submit to school bookkeeper to pay
- school bookkeeper submits form and receipt to BCPEF by May 1st for reimbursement

TEACHER: _____

Signature: _____

SCHOOL: _____

TOTAL GRANT AWARD: \$ _____

TOTAL FUNDS SPENT: \$ _____

REMINDER: Must attach all receipts and list of materials/supplies.

SCHOOL BOOKKEEPER: _____

Date: _____

PRINCIPAL: _____

Date: _____