



FORM B
Grant Reimbursement Request
2023 - 2024

Reimbursement Guidelines:

- The ONLY grants this form is used for are the Teacher Classroom Grants & Specialist Grants, these are the only grants submitted to PTSA directly and the only grants accessed through reimbursement requests.
- These grants may be used for any classroom supplies, incentives, or materials purchased for the current school year. Please remember, items purchased are property of Lake Youngs Elementary and should be used by your students this year.
- All reimbursement receipts must be submitted to the Treasurer within 30 days of the purchase date. Or for authorized purchases during the summer, 30 days from the start of school.
- Original Receipts must be attached.

Not intended to replace traditional curriculum funding from Lake Youngs Elementary and Kent School District.

PART 1

Grant Applying For (check one):

Teacher Classroom IP MLE LAP Counseling Psychology OT PT ST

Primary Applicant Name & Position: _____ Contact E-mail: _____

Date: _____ Date of Purchases: _____ Pay To: _____ Amount: \$ _____

Summary of items/services purchased: _____

Applicant Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

PART 2

Date Received: _____ Date Reviewed by PTSA Board: _____

Amount Approved Denied/ Reason: _____

Check #: _____ Check Date: _____ Check Amount: \$ _____ Check made out to: _____

Check #: _____ Check Date: _____ Check Amount: \$ _____ Check made out to: _____

Treasurer's Signature: _____ Date: _____

President's Signature: _____ Date: _____



LAKE YOUNGS PTSA

SINCE 1965