Braddock Elementary School
7825 Heritage Drive, Annandale, VA 22003 ♦ Phone(703) 914-7300 ♦ Fax (703) 914-7397

Braddock PTA
Teacher/ Staff Reimbursement Form

Please complete form & attach receipts and drop it off in the PTA Treasurer's mailbox for your reimbursement request. Receipts should be from the current school quarter. Please allow 4 weeks for payments and do not hesitate to follow up with the PTA President or Treasurer for payments if your request exceeds 4-6 weeks. Your reimbursement check will be drop off in your school mailbox.

Reimbursement check should be made out to (please print clearly).

Teacher's Name: _____

Email: _____

Address information is not necessary unless it is close to the end of the school year or over the summer break.

Home Address: _____

City: _____ **State**: _____ **Zip**: _____

Purpose of Reimbursement: _____

_____

_____

_____

Amount Request: $_____

_____ _____

Teacher Signature **Date**

Thank you teachers and staffs for all that you do for our children each and everyday!

(Treasurer Use Only)

Check #: _____ Check Date: _____ Received Date: _____