



**SJLES PTA - Reimbursement Request for
Education Enrichment Program and Special Projects**

This form is to be completed by teachers and staff who are requesting reimbursement for expenses under either: the Education Enrichment Program or Special Projects. Please check which benefit you are requesting in the table below.

Check one:	Type of Reimbursement	Benefit
	Education Enrichment Program	Total Award: _____
	Special Projects: Media - books or other media-related expenses	\$2,100 ¹
	Special Projects: Night of the Arts	\$2,000
¹ Combined budget of cash and Scholastic dollars.		

Briefly describe what was purchased and how it enhanced the classroom experience for students. (required)
For the Education Enrichment Program, you may reference your Project Name and Application Form.

Date: _____ Pay to the Order of: _____

Amount: _____

Check Distribution: Teacher SJLES Mailbox
 Mail to Payee: Address: _____

Total Number of Receipts Attached _____

****Attach receipts prior to forwarding. Leave in PTA mailbox or Email to: SJLEStreasurer@gmail.com**

Paid by Check #: _____ Treasurer: _____ Date: _____
