

## Tecumseh PTG Check Request & Reimbursement Form

- **Please allow 1-2 weeks for processing.**
- If a reimbursement, please attach all applicable & original receipts.
- If requesting a check, please submit form & email the PTG Treasurer about the request.
- Place completed form in the PTG mailbox *OR* send to school with your child (in envelope marked "PTG Treasurer")

<b>Date Submitted:</b>			
<b>Requested By:</b> <i>(Parent name OR teacher name/grade)</i>		<b>Address to send check</b> + <b>your phone #</b>	
<b>Amount Requested:</b>	\$		
<b>Reason for Request:</b>			
<b>PTG Activity:</b> <i>(Event name)</i>			
<b>Your Signature</b> <i>(or typed initials)</i>			
<b>Amount Approved</b>		<b>Received Date</b>	
<b>PTG Treasurer's Signature</b>			