



FORM B
Reimbursement Grant
2024 - 2025

Reimbursement Guidelines:

- The following grants are the only grants submitted to PTSA directly and the only grants fulfilled through reimbursement requests: Teacher Classroom Grants, Specialist Grants, After School Sports Grant, Choir Grant and Battle of The Books Grant.
- These grants may be used for 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. *All grant forms are due April 30th, 2025. If you require an extension past the due date, a Grant Extension Request Form (Form C) must be submitted by the due date instead.*
- 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 Psych
 OT PT ST Choir Sports Battle of the Books

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

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