



Poplar Tree Elementary PTA

13440 Melville Lane
Chantilly, VA 20151
(703) 633-7400

Treasurer's Use:

Check Number: _____
Date Paid: _____
Amount: \$ _____
Confirmed PTA Member? _____

Teacher Fund/Request for Payment

Please note: You must be a member of the PTA for reimbursement of the teacher fund. Reimbursements are limited to \$100 for full time teachers at Poplar Tree.

Teacher memberships for the 2016-2017 school year are \$5.00. Please contact AllisonDenenberg@gmail.com if you have not yet joined the PTA.

Date: _____

Requester Name: _____

Payment to be made to (Payee): _____

Amount of request: _____

Category of Expense: Teacher Fund

Attach all ORIGINAL receipts and/or bills to be paid.
