



## **VSY TEACHER REIMBURSEMENT FORM**

*This form is for teachers/staff only to request reimbursement of their ADC and PTA funds.*

Date: \_\_\_\_\_ Total: \$ \_\_\_\_\_ (of all attached receipts)

Check Payable to: \_\_\_\_\_

Contact Phone Number or email: \_\_\_\_\_

- **Form must be filled out completely and *copies* (no originals please!) of receipts attached to receive a check.**
- All requests should be placed in the Adopt-A-Class box in the main office.
- Requests will be picked up and processed on the last school day of each month.
- Checks will be delivered back to the office first week of the following month.
- **Checks may only be made payable to teachers, not parents or vendors.**

***Teachers who have questions should contact  
Susan Stock at 954-849-6639 or [susan@barrystock.com](mailto:susan@barrystock.com).***

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