

**Stoney Creek High School PTSA**  
**Request for Staff Grant Reimbursement**

*Use this form to request reimbursement or payment with your receipts or invoices.*

**Please complete ALL information**

**Grant Requestor:** \_\_\_\_\_

**Pay to NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**AMOUNT REQUESTED:** \_\_\_\_\_

**(Please attach all receipts or invoices or you will not be reimbursed)**

**REASON FOR REQUEST: (short summary of purchase)**

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**SUBMITTED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Please place the completed form with attached receipt(s)/invoice in the PTSA Mailbox in the Main Office Mailroom. For quicker payment e-mail Sonia Daily, PTSA Treasurer, at [michigandailys@aol.com](mailto:michigandailys@aol.com) to let her know the request is in the mailbox.**

**New: with your payment you will receive PTSA labels to place on the items you have purchased to increase awareness of the use of PTSA funds.**