

Sherwood Forest Elementary School PTA

Request for Teacher Reimbursements 2023-2024

Instructions:

1. Complete this form in its entirety. Incomplete forms will not be processed for reimbursement.
2. Attach receipt or invoice to support expenditure.
3. Preferred: Please scan or take pictures of this form and receipts and email to Rob Ferguson referguson78@gmail.com
4. Another option is to mail the papers to:
Rob Ferguson, 4221 Spring Rock Ct., Winston-Salem, NC 27104

Date Submitted					
Amount to be Reimbursed	\$				
Tax ***Please enter the total tax from the receipt(s). We track this information for our tax filing.	7% tax	\$			
	2% tax	\$			
Submitted by					
Approved by					
Check Payable to (Required*) NOTE: We need phone or email in case there are questions. Checks will be delivered to your box within two weeks of receipt of the request. You can provide home address if you would prefer to have the check mailed to you.					
Name*					
Phone or Email*					
Address					
City		ST		Zip	

Please contact one of the following individuals with any questions:

Rob Ferguson, referguson78@gmail.com, (704) 516-7708

Jennifer Coil, jenniferlcoil@gmail.com, (704) 315-8648

For PTA Use Only:

Approved by (PTA Executive Board)	
Check #	
Date Paid	
Check Amount	\$