

August 2023

Dear Specialist (Art, PE, Music, Media, Technology):

The PTA would like to thank you for all your hard work and dedication. We appreciate everything you do for the students attending Yates Mill Elementary.

We would like to offer you the opportunity to turn in receipts for reimbursement, up to $250.00, for supplies that you purchase for use in your classroom. As a Specialist, we recognize that you see all students attending Yates Mill and we hope that this support will enable you to purchase enrichment materials. Please remember the PTA will only reimburse you up to $250.00 for the entire school year and any non-consumable items purchased become the property of the school.

The PTA is required to document how our funds are spent. To receive reimbursement, you must complete this form and provide receipts. Please use pen to circle the applicable items on each receipt, summarize the total in the table below, and return this letter along with your receipts to the blue PTA mailbox in the main lobby.

The PTA will begin processing reimbursement checks immediately following the start of the school year. All receipts for reimbursement must be submitted by June 15, 2024. If you have any questions or concerns, please email me at [ymesptatreasurer@gmail.com](mailto:s.hausman06@gmail.com).

Thank you again for providing our students with an environment that promotes learning and growth.

Sincerely,

Heather Ike

PTA Treasurer

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| **Vendor** | **Amount** |
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