Dillard Drive Elementary PTA

2011 Teacher Gift Card – Check Request Form

Circle One: **Office Depot Order** | **Stone's Education Superstore Gift Card** | **Refund Request**

Complete the information below and return to the PTA Lock Box in the Staff Mail Room before the end of the school day on September 2, 2011. The form must be completed in full. Teacher Request Forms will be processed on the afternoon of September 2, and no late forms will be accepted.

$50 for Full-Time Teachers or $10/day for Part-Time Teachers

Date:		Grade:	
Teacher:			
Summarize supplies purchased (or to be purchased) with these funds:			

Complete for **OFFICE DEPOT** orders: *(Attach a 2nd sheet if more items are being ordered.)*

Item #	Item Name	Price	# Ordered	Total
** Order to be placed on September 2.			**Total Due**	

Complete for **REFUND** request: *(Staple your receipt to the back of this form, and use a new form for each business/store for which you have a receipt. Additional forms can be printed from our website.)*

Total Refund Due:	$	Store / Location*:	
To Whom Should Check Be Paid:			
Address:			
City/Zip:		**Phone:**	

---- PTA AUTHORIZATION ----

_____ President's (or President-Elect's) Signature
Date:

_____ Treasurer's Signature
Date:

FOR TREASURER'S USE ONLY: Check Number _____
Date Paid _____
Other Information:_____