

John F. Kennedy School
CAPT Gift Form
2009-2010

Deadline for Submission: March 31, 2010

The John F. Kennedy School CAPT has approved a CAPT Gift of up to **\$250.00** for teachers who have full classroom responsibilities. This gift is to be used for the classroom and students should derive some benefit from this gift.

Please fill out this form and submit it, with copies of receipts, to Jennifer Henderson for her approval. After approval is received, please submit this form, with copies of receipts, to Sara Martin, CAPT Treasurer, by either handing it to her or leaving it with Cathy Spera in an envelope with Sara Martin's name on it.

Teacher's Name: _____ Date: _____
Principal's Approval: _____ Date: _____

Description of requested items:

Total amount of requested reimbursement: \$ _____

Please pay to: (check one that applies):

_____ Direct pay to vendor. See attached invoice (**include two copies of the invoice**).

_____ Reimbursement of expenses for attached invoice or receipt.
Please make check payable to: _____

Checks, including direct pay to vendors, will be placed in your mailbox at school. If you would like them mailed to a different address, please provide that address here:

Please keep in mind that the money may be used for one large item or several small items as long as the total does not go over \$250.00.

Treasurer: Sara Martin 781-828-5024 or marty22@comcast.net

Treasurer Use Only

Date Received:

Total Amount:

Date Processed:

Check Number: