

Amerman PTA
2018/2019 School Year
Classroom Stipend Reimbursement Form

The PTA would like to show our support to our wonderful teaching staff by once again providing a classroom stipend. PTA Bylaws stipulate that PTA funds should be spent on items that will be used to the benefit of all students within your classroom.

The stipend amounts for the 2018-2019 school year are as follows:

Full-Time \$225.00

Part-Time \$175.00

Please complete the following payment/reimbursement request form:

Date: _____ Submitted By: _____

Description of Item(s) Purchased: _____

Check Made Payable To: _____

Email Address: _____

Amount: _____

- Fill out this form **COMPLETELY**
- **Original** receipts, invoices and/or contracts or printed receipts (as applicable) must be attached to this form in order to receive payment or reimbursement.
- Write descriptions on the receipts/invoices
- On receipts requiring only partial reimbursement, ***please circle those transactions and write the total amount that you wish to be reimbursed for at the bottom of the receipt***
- All reimbursement forms must be turned in prior to May 1st, 2019
- Give this form, along with your attached documentation, to Tanya Edwards, PTA Treasurer, via the PTA Mailbox.

To be completed by Treasurer

Amount Paid: _____ Check # _____ Date Paid: _____

PTA Member: Yes No