

AMERMAN ELEMENTARY PTA

2019-2020

CLASSROOM STIPEND PAYMENT/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 2019-2020 school year are as follows:

Full-Time \$225.00

Part-Time \$175.00

Please complete the following payment/reimbursement request form.

Date: _____ Submitted By: _____

Committee/Event: _____

Description of Item(s) Purchased: _____

Check Made Payable To: _____

Email Address: _____

Amount: _____

- ✓ Fill out this form **COMPLETELY**
- ✓ **Original** receipts, invoices and/or contracts must be attached to this form in order to receive payment or reimbursement.
- ✓ Write descriptions on the receipts/invoices
- ✓ On receipts with only some items requiring reimbursement, please circle those transactions and write on that receipt the total amount that you wish to be reimbursed for.
- ✓ All reimbursement forms must be turned in prior to **April 1st, 2020**.
- ✓ Give this form, along with your attached documentation, to Carrie Hurney, PTA Treasurer, via the PTA Mailbox.

To be completed by Treasurer

Amount Paid: _____ Check # _____ Date Paid: _____

PTA Member: Yes No