

Teacher Financial Request Form

- Classroom Reimbursement Request:** Teachers can request **up to \$50 per school year** for supplies you have purchased for you classroom.
- Mini Grant Request:** Mini-Grants may be requested for any materials, supplies, or programs that support the student learning environment. Grants may be requested for any amount, and you may request more than one Grant per school year. Mini-Grants may be granted in full or partial amounts depending on funds available. All items purchased become the property of Highland Lakes School, and should be stamped or labeled "Property of Highland Lakes School" **Please provide 3 estimates or options for item(s) being requested.**
- Earned Classroom/Club Funds Request:** Request money that PTSO is holding for your classroom, club, or group that you earned while working concessions or other designated events.

Funds are dispersed once a month. PTSO will review all financial requests once a month at the Board Meetings. Checks will be distributed within a week after each meeting.

Name: _____ Date _____

Grade/Program: _____ Amount Requested: \$ _____

Items Purchased or Requested: _____

Will the item(s) be shared with/used by other teachers? Yes No

Briefly describe how the item(s) will be used in the classroom to benefit the students: _____

Receipt Attached

Invoice Attached

Estimates Attached

Make check payable to: _____

For PTSO Use Only

Date: _____ Approved Declined

Reason: _____

President Signature: _____

Treasurer Signature: _____

Check Number _____ Check Date _____