

Grand Oak Elementary School PTA

TEACHER CHECK REQUEST



TEACHER'S NAME: _____ GRADE: _____

DESCRIPTION OF PURCHASE: _____

****RECEIPT MUST ACCOMPANY REQUEST AND MAY NOT INCLUDE ANY PERSONAL/NON-REIMBURSABLE ITEMS****

TOTAL MULTIPLE RECEIPTS HERE

DATE SUBMITTED: _____

AMOUNT REQUESTED: \$ _____

Receipt Amount

TOTAL \$

PTA PRESIDENT :

SIGNATURE: _____

TREASURER:

CHECK NUMBER: _____ AMOUNT: _____ DATE PAID: _____

PTA TEACHER STIPEND GUIDELINES

The PTA must strictly adhere to all guidelines in order to comply with new State mandates and protect our 501c3 status. If these guidelines are not followed EXACTLY your receipts will be returned to you and you will not receive reimbursement. Please take a moment to read them CAREFULLY. If you have questions, please contact Lisa Jatulis (PTA Treasurer) at Lisa.Jatulis@gmail.com or Marissa Gilbert (PTA President) at grandoakpta@gmail.com.

- To request reimbursement, fill out the top portion of this form, attach store dated receipts & place in Treasurer's mailbox PTA Mailbox in the front office.
- **Do not include personal/non-reimbursable items on the same receipt.** (i.e. If you are shopping for both personal and school items during your shopping trip, have them rung up separately.)
- Items paid for with gift cards are not reimbursable by the PTA.
- The PTA can only reimburse for educational materials/classroom teaching supplies. **We do not reimburse any food items.** Even when used in the classroom. (NO candy, cereal, treats, water, etc.) Please ask classroom parents to provide these types of items for your classroom.
- Receipts qualifying for reimbursement **must be store-dated from June 1, 2013 to April 30th 2014** and **must be turned in before May 2, 2014.** If a receipt is turned in to the PTA after this date, it will be returned unpaid.
- Stipends cannot be released until at least 10/1/13 due to the timing of the PTA's fall fundraising campaign.
- Full time teachers will receive a \$200 reimbursement; Part-time teachers will receive \$100. Assistants do not qualify for stipends.
- Checks are typically written weekly and will be delivered to the teacher's mailbox.
- In lieu of spending money and requesting reimbursement, you may complete a "Purchase Request" form and the PTA will purchase requested items for you.