



PTA

Teacher Stipend Form 2019-2020
Deadline for submission is December 1st 2019

Date: _____

Name: _____

Reimbursement Amount ONLY up to \$100.00: _____

Brief Description of expense:

Stipend Guidelines

- Item(s) will be used in and for the classroom and for educational purposes
- Items will remain in the school (through staffing changes)
- Electronic files purchased with stipend money should be saved to your grade level folder
- If personal items are included on the receipt, please cross out
- Receipt or invoice must be attached to this form

Please place completed form, with attached receipt in the PTA mailbox. You can expect a reimbursement check within 2 weeks in your mailbox.

If check is not cashed after 6 months the check will be voided. If check is lost and a replacement is needed, a \$35.00 stop payment fee will be deducted from original check amount.

Requested by: Signature _____

Treasurer Use Only

Check No. _____ Issue Date _____

Budget Category _____

Please contact treasurer@diamondespta.org with any questions