



## Classroom Grant Reimbursement Request Form 2013 - 14 School Year

Dear Stanford Teachers,

We know that teachers spend money out of their own pockets to provide supplies for their classrooms every year. In light of this, Stanford PTA has approved within our 2013-14 budget to provide **“Classroom Grants” for up to \$100 to all teachers who are Stanford PTA members** (an increase from last year). These grants will be provided in the form of reimbursements for classroom material purchases.

According to our PTA & IRS regulations, we must have a paper trail with original receipts for all our expenditures, so to receive your grant money please do all of the following:

- \* be sure to join your Stanford PTA
- \* complete all information below
- \* attach original receipts for classroom material purchases
- \* return your completed request form to the front office, PTA Treasurer's Mailbox
- \* **turn in all requests no later than May 23, 2014** - submissions made after this date cannot be reimbursed

(You may receive your reimbursement money all at once, or in increments throughout the year)

Thank you for all that you do for our children! We hope you have a great year. If you need any additional forms, you may download them from the PTA website (Downloads/Resources Page).

Sincerely,

Stanford PTA 2013-14

**Teacher Name** \_\_\_\_\_ **Date** \_\_\_\_\_ **PTA Member?** \_\_\_\_\_

**Address:** 5871 E. Los Arcos Avenue, Long Beach, CA 90815      **Phone** (562)594-9793

**Expenditure was for:** Classroom Supplies      **Reimbursement Amount:** \$ \_\_\_\_\_  
not to exceed \$75

**Description of Items Purchased:** \_\_\_\_\_  
\_\_\_\_\_

**Write Check To:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**TREASURER'S USE ONLY**

Check #	Category	Amount Used To Date	Amount Remaining
	Classroom Grants		

Date approved in minutes: \_\_\_\_\_ Secretary's Signature: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_