



### Teacher Stipend - Request for Reimbursement - 2023/2024

Please submit this form along with original receipt(s) to the PTA inbox in the Briarwood Admin Office. Checks will be processed monthly.

Request Date: \_\_\_\_\_

Name: \_\_\_\_\_

Reimbursement Amount: \$ \_\_\_\_\_

Detailed description (including what the item(s) will be used for): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Important Notes:

- Stipend funds may be spent on any item(s) that will be used in and for the classroom for educational purposes for the staff member’s current 2023/24 grade/position (**EXCEPT food or candy including classroom snacks, party treats, rewards, etc.**)
- Item(s) purchased will remain in the school (through staffing changes) and labeled with a “PTA Purchased Item” label if possible.
- Receipt or invoice must be attached to this form. A cancelled check or copy of a credit card bill does not qualify as a receipt. Also, please keep a scanned copy of any submitted receipt(s) until you have received reimbursement funds.
- If non-reimbursable items are included on the receipt, clearly highlight or circle items to be reimbursed.
- **Stipend request reimbursements must be submitted by Feb 16, 2024**, unless prior permission is granted by the treasurer. All forfeited stipend funds will be re-allocated to the pool of grant funds for which grant applications will be reviewed at the March 19, 2024 General PTA Meeting.
- Questions? Please contact the PTA Treasurer at [briarwood.pta.treasurer@gmail.com](mailto:briarwood.pta.treasurer@gmail.com).



Treasurer Use Only

Check # \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Category: \_\_\_\_\_ d