

## PTA \$\$\$ FOR YOUR CLASSROOM

Dear Teachers,

As in prior years, the Oak Hill PTA has budgeted \$150 for each grade level teacher for classroom supplies, set-up, etc. This money is available to you right away. Keep in mind that **this money is NOT part of Projects and Goals**. Teachers are free to use this money at their discretion to enhance their students' classroom experience.

### **NEW PROCEDURE**

All reimbursements will be made directly from the PTA rather than through the school. Use the attached reimbursement request or check request form with receipts attached. Place your forms in the new box provided in the workroom. Ideally we will only issue one check per teacher. To the extent possible, please accumulate your receipts until you reach your \$150 limit. Feel free to work as a grade level team to pool your money if that works better.

### **TIMELINE**

This money is available for you to use until January 31, 2010. After that date, any unspent money will be moved to our PTA Projects and Goals budget to be spent before the end of the year.

If you have any questions, please do not hesitate to contact me at [deena@tacdc.org](mailto:deena@tacdc.org) or Annemarie Read, PTA Treasurer at [aer@austin.rr.com](mailto:aer@austin.rr.com).

Sincerely,

Deena Perkins  
President  
Oak Hill PTA

# Classroom Teacher/Special Area PTA Reimbursement Request

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

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

Teacher email: \_\_\_\_\_

Grade: \_\_\_\_\_

Make Check Payable to : \_\_\_\_\_

List of items purchased	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>Total Amount</b>	_____

Please attach receipts – we cannot reimburse for sales tax

**Treasurer's notes**

Date Rec'd
Date Paid
Check Number
Amt Paid
Amt remaining in account

## PTA \$\$\$ FOR YOUR SPECIAL AREA

Dear Special Area Teachers,

As in prior years, the Oak Hill PTA has budgeted \$500 for each special area for supplies, projects, set-up, etc. This money is available to you right away. Keep in mind that **this money is NOT part of Projects and Goals**. Teachers are free to use this money at their discretion to enhance their students' classroom experience.

### **NEW PROCEDURE**

All reimbursements will be made directly from the PTA rather than through the school. Use the attached reimbursement request or check request form with receipts attached. Place your forms in the new box provided in the workroom. Ideally we will only issue one check per teacher. To the extent possible, please accumulate your receipts until you reach your \$500 limit. Feel free to work as a grade level team to pool your money if that works better.

### **TIMELINE**

This money is available for you to use until January 31, 2010. After that date, any unspent money will be moved to our PTA Projects and Goals budget to be spent before the end of the year.

If you have any questions, please do not hesitate to contact me at [deena@tacdc.org](mailto:deena@tacdc.org) Annemarie Read, PTA Treasurer at [aer@austin.rr.com](mailto:aer@austin.rr.com).

Sincerely,

Deena Perkins  
President  
Oak Hill PTA