

WB/GG PTA TEACHER REIMBURSEMENT FORM

To: Staff of Westbrook and Glen Grove Schools
From: WB/GG PTA
Subject: Disbursement of PTA Funds to Teachers and Support Staff
Date: August 23, 2011

The WB/GG PTA has two funds available for use by the teachers and support staff:

THE TEACHER'S FUND: Each certified teacher can be reimbursed up to **\$75.00** per school year for items purchased for use within their classrooms. Additionally, each aid or support staff member has up to **\$45.00** per school year to be used for their respective classrooms. The money has been set aside so that teachers do not have to use personal funds to cover classroom expenses. The funds are to be used to cover such items as stickers, parties, supplies, books, pictures, etc. Teachers can combine the unused funds allocated to them individually to collectively cover wish list items that are not being funded separately by the PTA. The Teacher's Fund is separate from the Wish List Funds.

THE RAINY DAY FUND: The Rainy Day Fund is also available for reimbursements to homeroom teachers and staff. The fund covers expenses for games, puzzles, books and other items that can be used indoors during inclement weather. Please keep in mind that all purchases must be for items that all children can use and such purchases must remain in school to be used in subsequent years. A maximum of **\$45.00** per school year is available for each homeroom to use.

Please remember that the WB/GG PTA does NOT pay any sales taxes. Please use the attached PTA Tax-Exempt Form at the time of your purchase so that sales taxes can be waived. You can find additional copies of this form in the PTA mailbox at each school. Unfortunately, the PTA cannot reimburse you for any sales taxes you pay in any of your transactions.

To receive reimbursement from these funds you must be a PTA member. Please complete and submit to the PTA mailbox in your school the expense form below with your receipts attached. Please mark on each receipt the funds to which the expenditures apply and total your amounts.

THE DEADLINE FOR REIMBURSEMENT IS MAY 2, 2012. If you should have any questions, please contact the PTA Treasurer or Assistant Treasurer at the numbers listed below.

Thank you for all your help in making our schools a wonderful experience for our children!

Katie Bauer
Treasurer
(847) 729-0389
bauer1973@comcast.net

Linda Finkel
Assistant Treasurer
(847) 729-3567
linda.finkel@att.net

Teacher/Support Staff Name and School: _____

Address where check should be sent: _____

Teacher's Fund Total Amount (max \$75 per school year): _____

Support Staff Total Amount (max \$45 per school year): _____

Rainy Day Fund Total Amount (max \$45 per school year): _____

Total Reimbursement Due: _____

For PTA Use ONLY: Date: _____ Check#: _____ Total \$ _____