

# TEACHER GRANT REQUEST FORM

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2016-2017 School Year



As a teacher at AGIS, you are eligible for a \$75.00 grant from the PTA to support your classroom. Possible expenses include classroom supplies and materials, workshop fees, or similar expenditures that directly enhance your students' educational experience at AGIS.

**Only ONE check, up to \$75.00, will be issued for the school year.** Submitting receipts totaling less than \$75.00 will result in a payment of the lesser amount and that lesser payment will be considered payment in full. No additional payments will be made.

Reimbursement requests can be submitted throughout the school year but **must be received by April 3, 2017.** Requests received after April 3, 2017 will be returned unprocessed. Please allow approximately 7 – 14 days processing time.

***Please attach copies of all receipts and place in an envelope marked "Teacher Grant" in the PTA mailbox in the office.***

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

Grade: \_\_\_\_\_ Room: \_\_\_\_\_ Total Requested: \_\_\_\_\_

Description of Expenses: \_\_\_\_\_

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

I certify that all expenses were directly supportive of my role at AGIS. No expense was for personal use. Further, I understand that the PTA will issue me only one Teacher Grant check for expenses up to \$75.00 the 2016-17 school year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**For Treasurer Use Only**

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