

# AGIS TEACHER GRANT FORM

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## 2020-2021 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. We cannot accept receipts that were paid using a gift card.

Reimbursement requests can be submitted throughout the school year but **must be received by April 2, 2021.** Requests received after April 5, 2021 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 2020-21 school year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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For Treasurer Use:

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