



Teacher Classroom Supply Reimbursement Form

The UCHS PTSA is offering mini-grants to assist you in enhancing your classroom curriculum.

We know you spend money on your classroom/students and we want to help!

Due to limited PTSA funds, we can only offer mini-grants to the first 40 teachers/staff – first come, first served. So get your requests in by March 22, 2018!

- Maximum Grant - \$50 per teacher for the 2017-2018 school year
- Teachers may combine their grants to purchase something more costly. Each teacher using their grant allotment for that purchase must be listed on this form. For example, three PE teachers can combine to purchase \$150 worth of volleyballs.
- Grant cannot be used for food or drinks, including candy.
- Unused portion cannot be carried over to future school years.
- Please complete this form and be sure to attach receipts totaling a minimum of \$50 for full reimbursement.
- **Although we would appreciate your membership in the PTSA, it is NOT required to participate**
- All unused funds will be redirected to the school supply drive budget

Name: _____ Classroom #: _____

Date Submitted: _____ Receipts Total: \$ _____

Briefly explain the nature of the instructional materials you have purchased and how they will be utilized.

Email completed form to ravinfamily@gmail.com or leave in Treasurer's folder in PTSA box in office.

SUBMISSION DEADLINE FOR FUNDS: Thursday, March 22, 2018

(Treasurer's use only)

Date Paid: _____ Check No.: _____ Amount: _____

Budget Category: _____

Verification Signatures: 1. _____

2. _____

(Revised 1/2018)