

**Great Seneca Creek ES PTA
2018-2019 CLASSROOM ENHANCEMENT
REIMBURSEMENT AVAILABLE OF \$50 OR \$85**

DEADLINE FOR SUBMISSION – NOVEMBER 1, 2018

The PTA has budgeted \$85 per Full Time Professional Staff member for classroom enhancements, \$50 per Part Time Professional Staff member. As a “thank you” for your service to our children, this enhancement is intended to reimburse you for your purchase of games, books, or other elective materials for your classroom. **Please note that the PTA does not provide reimbursement for items that are normally considered to be school supplies or other items that the County normally covers in the school’s budget.** Teachers can pool their monies. Submission must include approval from Principal.

Please **securely tape, staple or paste** the ORIGINAL receipts to the reverse side of this form or on another letter-sized paper and attach it. If the originals are not available, please explain and legibly provide a phone number and email for the PTA Treasurer to contact you if needed. Your receipts will not be returned so keep a copy of this form and your receipts for your own records. Receipted amount may exceed allotted dollars: however, reimbursement will be limited to the maximum allotted.

Please place the completed form and supporting receipts in the PTA mailbox. Allow **TEN (10) BUSINESS DAYS** from the date submitted. If you have questions, please feel free to contact the PTA Treasurer, Trina Dev at trinadev@hotmail.com or 602-327-9543 (cell).

Requested by Name(s): _____

Date _____ Amount Requested \$ _____

Payable to: Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Principal’s Approval: _____

Briefly explain your classroom enhancement (i.e., describe item purchased, amount and it’s intended use):

For Treasurer’s Use Only:

Approved by: _____
Signature Title

Approved by: _____
Signature Title

Amount Paid: \$ _____ Date Paid _____ Check Number _____
