

Teacher Stipend Form

McKenzie PTA 2010-2011

*Use this form to obtain the Principal's approval and to process payment of the stipend.
The PTA can reimburse you, or you may submit an invoice for direct payment.*

Instructions:

1. Complete this form and staple all receipts.
 - Checks will not be issued without receipts.
 - Payments for taxes will not be reimbursed (use PTA Tax Exempt Letter).
2. Submit form and receipts to Denise Welter* for mandatory approval.
3. Once the form is approved, the School Office will forward the form and receipts to the PTA Treasurer for processing.
4. Stipends are \$200 for all classroom teachers and other FT/PT professionals. New teachers receive an additional \$50 their first year.
5. Submit forms and receipts within 30 days of purchase.
6. Funds must be spent and forms must be submitted between 7/1/10–5/01/11.
7. All purchases made through the MEC must be made by April 30, 2011 with a copy of the purchase order given to the Treasurer.

<u>Date</u>	<u>Item Purchased</u>	<u>Principal Approval*</u>	<u>Amount (less tax)</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

(You may list multiple items to be paid if check is written to one entity; otherwise use separate form)

Total \$

Make the check payable to: _____ Date submitted: _____

Deliver the check to me via: ☐ School Mailbox or ☐ **Mail (attach Addressed Stamped Envelope)

Your name: _____ Email: _____

**Mailing Address: _____

Brenda Werth, PTA Treasurer
1429 Gregory Avenue
Wilmette, IL 60091
(847) 920-0123
werthfive@comcast.net

Treasurer use only:

Check # _____ Date: _____ Amount: \$ _____ Expense Category: _____