

# Teacher Stipend Form

McKenzie PTA 2009-20010

*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 7/1/09–5/01/10.
7. All purchases made through the MEC must be made by April 30, 2010 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: \_\_\_\_\_

Sheri Herd, PTA Treasurer  
1700 Central Avenue  
Wilmette, IL 60091  
(847) 251-5324  
sheri.herd@comcast.net

Treasurer use only:

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