



Echo Hill PTO Teacher Stipend Request for Reimbursement Form

Teachers requesting the \$100 stipend should complete this form, attach supporting documentation to and submit to echohilltreasurer@gmail.com. Checks will be disbursed within the month submitted and will either be dropped off at Echo Hill or mailed. The stipend money request forms will be accepted through March 31, 2024. PTO will send a reminder out to those who haven't used their stipend in January. Any stipend money not used will be allocated into the PTO miscellaneous budget line item at the April PTO meeting. Stipend money is to be used for items needed in your classroom and can include consumable items.

Teacher Information

Date Submitted: _____ Name _____

Grade/Classroom: _____ Email address: _____

Amount Requested: _____ (includes shipping/handling and taxes)

Category of items purchased

- Individual student use (example: name tags, pencil holders for desk, binders)
- Shared student items (example: headphones, items used in group work, games, crafts)
- Party, event, or project items (example: paper products, decorations)
- Incentive reward items (example: gum, candy, trinkets)
- Utility items (example: cords, pencil sharpeners, stapler, and books)
- Teacher usage (example: preferred pens, markers, post notes, desk items)

Receipt items

Item(s) purchased	Amount
Total Requested Amount	\$

For PTO use only:	
Paid Date: _____	Check #: _____
Amount: \$ _____	