



# Echo Hill PTO Teacher Stipend Request for Reimbursement Form

Teachers: To claim your \$75 stipend, please complete this form, attach receipt(s)/supporting documentation to it, and submit it to [echohillpto@yahoo.com](mailto:echohillpto@yahoo.com) -- or simply place it in the PTO folder outside your classroom door for pickup. Please indicate if the Echo Hill PTO should reimburse you via check or Venmo. Teacher stipend money request forms will be accepted through April 1, 2022. Any stipend money not used will be allocated into the PTO miscellaneous budget line item at the April 2022 PTO meeting. Stipend money is to be used for items needed in your classroom and may include consumable items; sales tax and shipping/handling charges should be included. Thank you!

## Teacher Information

Date Submitted: \_\_\_\_\_ Teacher Name \_\_\_\_\_  
Grade/Classroom: \_\_\_\_\_ Email address: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_ Please Circle One:    Check    Venmo    Venmo Name \_\_\_\_\_

## 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, books)
- Teacher usage (example: preferred pens, markers, post-it notes, desk items)

## Receipt items

Item(s) purchased	Amount
<b>Total Requested Amount</b>	<b>\$</b>

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