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# WVES PTA Teacher Reimbursement/Stipend Form

Please complete this form in its entirety when requesting reimbursement from the PTA for expenses. **Attach all required receipts to the back of this form** and forward to the PTA Treasurer by **December 31st** of the school year. The stipend amount is $50 per teacher per year; receipts submitted over this amount will be reimbursed for $50 only. To be eligible to receive this stipend, **you** **must be a PTA member**.

**No reimbursement will be made without receipts**.

Name:

Position at school:

[ ]  Yes, I am a PTA member

Total amount of reimbursement requested:

Comments or special instructions:

Signature: Date:

***Please attach receipts or copies of receipts to this sheet and submit to the PTA Treasurer.***