



## 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 31<sup>st</sup>** 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.***



WEST VINCENT PTA  
every child. one voice.