



**Torrence Creek Elementary PTA**  
" Making every child's potential a reality"

**TEACHER CHECK REQUEST**

TEACHER'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DESCRIPTION OF PURCHASE: \_\_\_\_\_

**\*\*RECEIPT MUST ACCOMPANY REQUEST AND MAY NOT  
INCLUDE ANY PERSONAL/NON-REIMBURSABLE ITEMS\*\***

TOTAL MULTIPLE RECEIPTS HERE

DATE SUBMITTED: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_

**Receipt Amount**


**TOTAL**

\$

**PAY TO THE ORDER OF:** \_\_\_\_\_

**PROCESS CHECK AND:** \_\_\_ Deliver check to Teacher TCE Mailbox

\_\_\_ Mail check to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PTA PRESIDENT :**

SIGNATURE: \_\_\_\_\_

**TREASURER:**

CHECK NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ STIPEND REMAINING: \_\_\_\_\_

**\*\* PLEASE SEE BACK FOR STIPEND REIMBURSEMENT PROTOCOL AND GUIDELINES\*\***

## **PTA Teacher Stipend Protocol**

To request reimbursement, fill out the front side of this form, attach your store-dated receipts, and place in the treasurer's mailbox in the Parent Room or in the PTA mailbox in the front office.

In lieu of spending money and then requesting reimbursement, you may request the PTA to purchase items for you by completing a Purchase Request form. You can download a Purchase Request form from the TCE PTA website, get one in the office where the PTA forms are located, or request one from the treasurer.

## **PTA Teacher Stipend Guidelines**

To comply with state PTA rules and IRS regulations regarding non-profit organizations, the following guidelines must be followed when requesting reimbursement of funds expended under the stipend program. Failure to follow these guidelines may result in the PTA delaying or rejecting your reimbursement request.

- You must not include personal items on the same receipt as items for which you seek reimbursement. If you are shopping for personal and school items during the same shopping trip, ask the clerk to ring up the items separately.
- You must not pay for items with gift cards as such items will not be reimbursed.
- You will only be reimbursed for educational materials and classroom teaching supplies. If you are unsure if an item qualifies for reimbursement, please refrain from purchasing the item and ask the treasurer for clarification.
- To qualify for reimbursement, you must submit receipts dated from June 1, 2013 through April 30, 2014.
- All receipts must be turned in before May 2, 2014.
- Because the PTA's fall fundraising campaign and budget approval process do not end until late October 2013, it is likely you will not receive any monies for reimbursements or stipends until at least November 1, 2013.

If you have any questions, please contact Lisa Dixon, PTA treasurer, at [treasurer@tcepta.org](mailto:treasurer@tcepta.org), or Heather Culm, PTA president, at [president@tcepta.org](mailto:president@tcepta.org).