

**Saratoga Elementary  
School**



Attach Receipt(s) Here

**Teacher Materials Stipend Form**

**Purpose**

PTA will reimburse teachers for supplies purchased in order to enhance their classrooms and lessons.

**Eligibility**

All teachers who are members of Saratoga ES PTA are eligible for up to \$25 per school year.

**Instructions**

- Complete the form, attach original receipts and drop in the PTA mailbox
- Maximum stipend amount is \$25 per school year
- Forms without original receipts will not be processed

School Year: \_\_\_\_\_

Date of Expense: \_\_\_\_\_

Budget Item:     **217 Teacher Stipend**

Amount: \_\_\_\_\_

Write Check To: \_\_\_\_\_

Email/Phone #: \_\_\_\_\_

**(For Treasurer)**

Approved By: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check#: \_\_\_\_\_