

# McKenzie PTA 2011-2012

## Teacher Stipend Form

Use this form to obtain the Principal's approval and to process payment of the stipend. The PTA can reimburse you, or you may submit an invoice for direct payment.

### Instructions:

1. Complete this form and staple all receipts.
  - Checks will not be issued without receipts.
  - Payments for taxes will not be reimbursed (use PTA Tax Exempt Letter).
2. Submit form and receipts to Denise Welter for **mandatory approval**.
3. Once the form is approved, the School Office will forward the form and receipts to the PTA Treasurer for processing.
4. Stipends are \$200 for all classroom teachers and other FT/PT professionals. New teachers receive an additional \$50 their first year.
5. Submit forms and receipts within 30 days of purchase.
6. Funds must be spent and forms must be submitted between 7/1/11-5/01/12.
7. All purchases made through the MEC must be made by April 30, 2012 with a copy of the purchase order given to the Treasurer.

Date	Item Purchased	Principal Approval	Amount (less tax)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

(You may list multiple items to be paid if check is written to one entity; otherwise use separate form)

**Total \$** \_\_\_\_\_

Make check payable to: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Deliver the check to me via:  School Mailbox or  Mail (attach Addressed Stamped Envelope)

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Questions? Contact

Michele Irvin, PTA Treasurer  
339 Oak Circle Wilmette, IL 60091  
(847) 728-0549  
mirvin3166@sbcglobal.net

Treasurer use only:

Check # \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Expense Category: \_\_\_\_\_