

Due 05/24/2024

Sierra Heights Elementary PTSA Teacher Grant Request Form 2023 – 2024

The Sierra Heights PTSA is pleased to be able to offer teacher grants in the amount of \$125 to all classroom teachers this year. The grant requested must be used to benefit the students directly. Please complete the form below and return it with receipts to the PTSA Treasurer mailbox in the office or email the form and scanned receipts to treasurer@sierraheightsptsa.org.

Teacher Name: _____ Date: _____

Amount Requested for Reimbursement: \$ _____

Approximately how many students will benefit from this grant? _____

Please describe how the items purchased will be utilized to enrich the curriculum for the student(s):

In applying for this grant I agree to the following terms: I understand that this grant is for the sole purpose that is stated on this grant request form. The Sierra Heights PTSA reserves the rights to deny reimbursement if the purchased items does not follow district guidelines.

Grant Request Reimbursement requests must be completed and turned in to the Treasurer by Friday, May 24, 2024.

Receipts for expenditures must be turned in with this form. Classroom items must remain at Sierra Heights Elementary School and become the property of Sierra Heights Elementary School. Barcode labeling may be required for inventory purposes, as determined by Sierra Heights Elementary School.

Signed: _____ Date: _____

Do not write below this line – Sierra Heights Elementary PTSA use only.

Date Received: _____ Approved: Yes or No

Reviewer By: (1) _____ (2) _____

Check #: _____ Check Date: _____ Amount: \$ _____

Treasurer's Signature: _____ Mailed on _____

Delivered on _____

Entered in Money Minder