

**Due 04/30/2020**

## Sierra Heights Elementary PTSA Teacher Grant Request Form 2019 – 2020

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. You may also email the form and scanned receipts to [treasurer@sierraheightsptsa.org](mailto: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 April 30, 2020.**

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