



Teacher Classroom Supply Reimbursement Form

The UCHS PTSA is offering grants to assist you in **enhancing your classroom curriculum!**

Due to limited PTSA funds, we can only offer grants to the first 15 teachers/staff – first come, first served. So, get your requests in by January 30, 2023! The earlier, the better.

Maximum Grant - \$100 per teacher for the 2022-2023 school year

Teachers may combine their grants to purchase something more costly. Each teacher using their grant allotment for that purchase must be listed on this form. For example, three PE teachers can combine to purchase \$300 worth of volleyballs.

Grant cannot be used for food or drinks, including candy.

Unused portion cannot be carried over to future school years.

Please complete this form and be sure to attach receipts for full reimbursement.

Although we would appreciate your membership in the PTSA, it is NOT required to participate

All unused funds will be redirected to the school supply drive budget

This form and receipts are due back to the PTSA Treasurer, Viki Beaton, by **January 30, 2023.**

Please submit only once with all your receipts.

Thank-you for enriching the lives of our children!

Name: _____ Classroom #: _____

Date Submitted: _____ Receipts Total: \$ _____

Briefly explain the nature of the instructional materials you have purchased and how they will be utilized.

**Email completed form and scanned receipts to uchsmail@gmail.com
SUBMISSION DEADLINE FOR FUNDS: Monday, January 30th, 2023**

(Treasurer's use only)

Date Paid: _____ Check No.: _____ Amount: _____

Budget Category: _____

Verification Signatures: 1. _____

2. _____

President: _____

Secretary: _____

(Revised 09/2023)