

2023-2024 PTA Teacher Member Incentive Request

The Pathways Elementary PTA is proud to offer its Faculty Members an incentive up to **\$200** for the school year, in support of classroom needs and the PTA mission of making every child's potential a reality.

Please ensure the following in order to process your incentive request efficiently:

- Ensure you have joined the 2023-24 PTA Membership as a Faculty member
- Complete this form in its entirety and legibly
- Safely attach **all** original receipts
- Place all documents together in the **PTA Treasurer's** mailbox for review/approval

Must join PTA by 10/31/2023 to qualify (unless new hire)

Please allow up to two weeks for processing, as all checks require two board member signatures.

Incomplete requests will not be approved. Please deposit funds within 30 days. There will be a \$45 fee for lost checks.

PTA Faculty Member Requesting Incentive: _____

Grade: (circle one) KG 1st 2nd 3rd 4th 5th ESE PK

Amount Requested: \$ _____

PTA Faculty Member Email Address: _____ @volusia.k12.fl.us

Check requests will be processed and placed in requestor's school mailbox.

If you wish to receive via US Postal Mail, please provide a mailing address.

Please list expenditure detail:

Date of Expense	Vendor	Total Receipt Amount

Please answer:

How have your expenses helped us further the PTA mission, to make every child's potential a reality this academic year:

PTA Executive Board Only:

Documents were reviewed and approved on (date) ____/____/____ by one of the following:

Brandy Rehrmann, PTA President or **Katrina Beazley, PTA 1st Vice President**

Treasurer Only: Amount Reimbursed \$ _____ Check # _____ Date: ____/____/____



Treasurer's Report



Budget Updated



Faculty Incentive File Updated

Incentive Funds Remaining for requestor (if any): \$ _____

Bank Statement Month when check cleared: 07/2023 08/2023 09/2023 10/2023 11/2023 12/2023
01/2024 02/2024 03/2024 04/2024 05/2024 06/2024