

2024-2025 PTA Faculty Member Incentive Request

The Pathways Elementary PTA is proud to offer its Faculty Members an incentive up to **\$200** for the school 2024-2025 year, in support of classroom needs and the PTA mission of making every child's potential a reality.

Please ensure the following items below are completed so we can process your incentive request efficiently:

- You have joined the 2024-25 PTA Membership as a Faculty member by October 31, 2024 (or 60 days after hire)
- Complete this form in its entirety and legibly
- Securely attach all original receipts
- Place this form with attached receipts in the **PTA President's** mailbox in the office for review/approval

All incentive requests must be turned in by May 2, 2025.

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

Incomplete requests will not be approved. Checks will be placed in requestor's school mailbox once it is processed.

Please deposit your check within 30 days of receipt. There will be a \$50 fee for lost checks.

Questions? Please email president@pathwayspta.org

PTA Faculty Member Requesting Incentive: _____

Grade: (circle one) KG 1st 2nd 3rd 4th 5th ESE PK Amount Requested: \$ _____ (not to exceed \$200)

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

Date of Expense	Vendor	Receipt Amount
		\$
		\$
		\$
		\$

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 Anne Ellery, 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: 09/24 10/24 11/24 12/24 01/25 02/25 03/25 04/25 05/25 06/25