



## 2022-2023 Teacher Incentive Request

This year, faculty **members of the PTA** are eligible for an incentive up to **\$200.00**. Please attach **ALL** receipts and submit a **completed** request form to the PTA Treasurer's mailbox for processing.

Requestor : \_\_\_\_\_ Phone Number or Email: \_\_\_\_\_

Make Check Payable To (if different from requestor): \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Detailed Purpose:

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Will this expense be divided between one or more teacher's PTA incentive accounts? If so, please list all teachers for which the split will apply:

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The check request will be processed and placed in your school mailbox. If you wish to have this mailed, please provide a mailing address: \_\_\_\_\_

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Approval by PTA President or First Vice President: \_\_\_\_\_ Date Approved: \_\_\_\_\_

### For Treasurer Use Only

Amount Reimbursed:

Check Number:

Account: