

WLES PTA Teacher Enrichment Reimbursement Request 2017-2018

Dear WLES Teachers

The WLES PTA is pleased to announce that it will continue to provide teacher reimbursements of up to **\$50.00** per teacher for this school year. In order to keep this and other PTA projects going, please encourage your students to participate in fundraising as well as the other PTA activities. Show them your commitment by getting involved yourselves!

This reimbursement is available for classroom teachers, special education teachers, reading initiative teachers and specials (art, music, media and PE) teachers, regardless of full/part time status. Teachers are asked to take into account the lesson plans implemented by para-educators when purchasing classroom enrichments so that they may also benefit. **In order to receive this reimbursement, you MUST be an active member of the WLES PTA for the 2017-2018 school year.** Any amount over the reimbursable amount may be tax deductible. Please consult your tax preparer for acceptable expenses and limits.

ALL receipts and this request form **MUST** be submitted in order to receive a reimbursement. Copies of receipts are acceptable. **Receipts MUST be submitted no later than May 15, 2018** to be eligible for reimbursement for the 2017-2018 school year.

WLES PTA can reimburse for teaching/classroom enrichments *only*. The PTA *cannot* reimburse for basic school supplies (textbooks, workbooks, library books, pencils, crayons, poster board, art supplies, chalk, tape, glue, notebooks, etc.), capital improvements, janitorial supplies, presentation equipment, or teacher development. Anything above and beyond that enriches the curriculum is okay. If you are not sure about an item, please ask me.

You can save your receipts and turn them in at once or you may submit them as you buy things. This request form is also available online at www.waterslandingpta.com.

Once you have completed this form, leave it in the PTA mailbox and I will get a check to you as soon as possible.
I strongly urge you to take advantage of this opportunity.

If you have any questions please feel free to contact me at wlestreasurer@gmail.com

Thank you for your support and participation in the Waters Landing Elementary School

PTA. Sincerely,

Chantal Falade
WLES PTA Treasurer, 2017-2018

Please return to PTA mailbox with receipts attached:

Name/Position	Date	Amount Not <i>to exceed \$50.00</i>
---------------	------	-------------------------------------

Signature: _____

Items purchased:

FOR PTA USE ONLY

President's signature	Treasurer's signature	Date
-----------------------	-----------------------	------

Check #	Amount
---------	--------