

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schuylkill Valley Elementary PTO**

**Classroom Allowance Form**

Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of receipts submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\* $50.00 maximum for all teachers in grade K-4\*\****

Brief listing/description of item’s purchased:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Signature of PTO treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

***\*\*Please staple all appropriate receipts to the back of this form.***

***\*\*Please keep a copy of these receipts for your records.***

**SVE PTO Classroom Allowance Guidelines**

Each year, SVE PTO will make available $50.00 to each classroom teacher in the elementary school. This money is to be used by the classroom teacher to help defray out-of-pocket expenses incurred by the teacher for the classroom materials not provided through normal school district budget process. Examples include hand sanitizer, wipes, glue sticks, books, bulletin board materials, etc. Only one PTO Classroom Allowance form may be submitted each school year.

Teachers are requested to follow the procedure outlined below to obtain funds.

1. Teachers should purchase materials for the use in their classroom using personal funds.
2. Receipts are to be retained by the teacher, which clearly show the date of the

purchase, the name/description of the item(s), and the cost of each item.

1. Prior to having items “rung up” at the cash register, effort should be made to

separate items purchased for personal use from those which the PTO allowance will be sought.

1. If the cash register receipt does not print the name/description of the item on the

receipt, the teacher should print that information on the receipt in front of the item’s cost.

1. If a cash register receipt cannot be obtained, the teacher should write a description of the item(s), the cost of the item(s), the date of purchase, and the name of the vendor in the description section of the request form and sign the form.
2. All receipts should be placed in an envelope and stapled to the completed PTO Classroom Allowance form
3. The completed form and all receipts are to be submitted to the building Principal for signature.
4. Building Principal will forward to the PTO treasurer.
5. The completed form and substantiating receipts may be submitted any time after the

first student day of school year, but must be received by the PTO treasurer prior to April 30th.

10. The PTO Classroom Allowance check will be made payable to the teacher and

forwarded to the teacher as quickly as processing permits.