

Teacher's Guide to PTA Funds in the Classroom

What is it?

Funds that are available primarily for a grade level item, project or program. If there are none, then it can be used for an individual classroom.

Discretionary funds are to be used for the students to enrich their classroom experience. They are for items such as project supplies and other consumables. They can also be used for a grade level field trip, speakers, assemblies, and other curriculum enrichment programs. You can also use them to purchase magazines, newspapers, video and audio materials, or computer software. Or they can be used for an end of year class party.

How do I get a check?

As the fund is for an entire grade level, requests need approval from your Grade Level Chair. Fill out a Purchase Order/Reimbursement Request Form (Available on our PTSA website). Obtain your Grade Level Chair approval. Attach your receipts (required) and leave it in the PTA box in the school's office. Allow two weeks for processing. You may also request that we pay the third party directly with an invoice by attaching the invoice to the Request Form (in lieu of the reimbursement).

*****Your PTSA would appreciate any mention to parents that the "PTSA funded this project/item." This will promote awareness as to how the money earned from the Fun Run is being used for their child and perhaps raise more money for classroom enrichment in the future.*****

Check #: _____

Date: _____

Recorded by: _____

**PU'U KUKUI ELEMENTARY SCHOOL PTSA
REQUEST FOR REIMBURSEMENT/PAYMENT**

For Treasurer's Use Only:	
Check #: _____	Amount \$: _____
Date Paid: _____	Event/Category: _____

Requested by: _____ Phone: _____

Purpose/Event: _____ Date: _____

Itemized costs and purchases: (Attach receipts to form)

Description	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Make payment to:

Name: _____

Classroom: _____

Have you: _____ Attached receipts

_____ Made a copy for your file

Grade Level Chair Approval:

Signature

Date

Print Name

Please place in the PTA box in the school's office