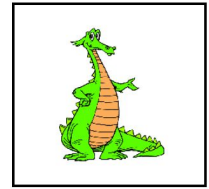




## MPE PTA CLASSROOM TEACHER AND SPECIALIST GRANT



Welcome back teachers!

The Mount Pleasant Elementary PTA offers a grant of \$75 for each **classroom teacher** and \$100 for each **full-time specialist** to use for classroom set up and supplies. **You must be a paid PTA member** in order to receive this grant. (We cannot subtract membership fees from grant applications for accounting reasons. Please submit and pay your dues before applying for a grant.)

To receive the grant, please complete the attached Teacher Grant Application. Be advised that you will need to submit receipts for supply purchases along with the request form. Feel free to scan and email the **form and receipts** to the PTA treasurer's email address shown on the form or return them to the PTA mailbox in the main office.

Please allow up to 4 weeks to process your reimbursement check. If you do not receive your reimbursement check after this time, please email our treasurer Melissa Stottmann at [mpe.pta.treasurer@gmail.com](mailto:mpe.pta.treasurer@gmail.com) to confirm your paperwork has been received.

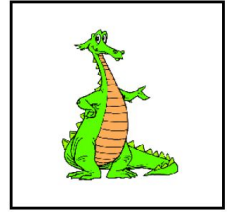
The deadline for submission is December 21, 2019.

Thank you. We look forward to working together this school year.

---The Mount Pleasant Elementary PTA



# MPE PTA CLASSROOM TEACHER AND SPECIALIST GRANT



SUBMITTED BY: \_\_\_\_\_

GRADE/SPECIALTY: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

*Please submit ASAP (no later than December 21, 2019)*

CHECK AMOUNT: \$ \_\_\_\_\_

Up to \$75 for Teachers/\$100 for Full Time Specialist

**ATTACH ALL ORIGINAL RECEIPTS  
OR  
SEND A SCANNED COPY OF THIS FORM AND RECEIPTS TO:  
[mpe.pta.treasurer@gmail.com](mailto:mpe.pta.treasurer@gmail.com)**

**PLEASE ALLOW UP TO 4 WEEKS FOR REIMBURSEMENT**

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THIS PORTION TO BE FILLED OUT BY MPE PTA TREASURER

**APPROVAL TO PAY:** \_\_\_\_\_  
**BUDGET ACCOUNT:** \_\_\_\_\_ **ADMIN GRANTS** \_\_\_\_\_  
**CHECK NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_