

## Oklahoma Road Middle School PTA 2018-2019

6300 Oklahoma Road  
Eldersburg, MD 21784

Dear ORMS Teachers,

The PTA is now accepting reimbursement forms for teacher grants which were approved in the PTA budget at the beginning of the school year. The grant amount is **\$100** for a full-time teacher and **\$50** for a part-time teacher. Applications accepted on a first come first serve basis, until available funds run out.

Please review the process and guidelines below, per state and national PTA regulations.

### **Process:**

1. Purchase items and save receipts. Any items ordered through the school office must be pre-approved by ORMS Administration prior to placing the order.
2. Complete the attached Teacher Grant Reimbursement Form and be sure to attach the supporting receipt(s).
3. Grant Reimbursement forms will be accepted by the PTA (placed in PTA mailbox) from now through May 1, 2021. Reimbursements will be granted on a first come, first served basis until the budget is depleted.
4. Requests are reviewed and approved by the PTA officers and will be reported to the PTA membership with the Treasurer's report at PTA meetings.
5. Checks will be distributed via school mailbox, unless otherwise requested.
6. Requests **MUST** be submitted by May 1, 2021. All checks received by you must be deposited or cashed before June 15, 2021, before we close our books for the school year.
7. We can only reimburse you for the amount up to the specified grant allowance however, teachers may combine their grants for group use purchases.

### **What the PTA can reimburse for:**

- Items directly related to the curriculum such as books, CDs, videos, certificates, awards, nametags, games, bulletin board items and cutouts.

### **What the PTA can NOT reimburse for:**

- Professional development, classes or workshops
- Textbooks, workbooks
- Basic school supplies such as crayons, chalk, glue sticks, pencils, notebooks, etc.
- Capital equipment/improvement items (computers, tablets, furniture, etc)
- Repair of any item

Please contact any PTA Officer with questions.

Sincerely,

ORMS PTA Officers

Treasurer – Alicia Gipe: [swannja@gmail.com](mailto:swannja@gmail.com)

President- Michele Rogers: [mrogers7102@gmail.com](mailto:mrogers7102@gmail.com)

Vice President –Scott Walthour – [swalthour@gmail.com](mailto:swalthour@gmail.com)

Secretary – Melissa Turski– [honeybee5058@gmail.com](mailto:honeybee5058@gmail.com)

**Oklahoma Road Middle School PTA, Inc.**  
**TEACHER GRANT DISBURSEMENT REQUEST**



TO: PTA Treasurer – Alicia Gipe, 410-905-6349

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

Teacher Name: \_\_\_\_\_

Please Check one:

- Full Time Teacher (up to \$100 reimbursement)
- Part-time Teacher (up to \$50 reimbursement)

**Checks will be hand delivered to your mailbox at school.**

Itemized List of Expenditures (please continue on back, if more space is needed):

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Total Reimbursement Amount Requested: \$ \_\_\_\_\_

**\*\*Requests must be submitted to the PTA Treasurer on or before May 1, 2021. Requests accepted until funds run out.\*\***

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**Treasurer Use Only:**

Paid by Check # \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Budget Category: Teacher Grants