

**WLES PTA Teacher Reimbursement Request
2008-2009**

Dear Teachers,

The amount allotted to each teacher under the WLES PTA Teacher Instruction Enhancement fund will remain at **\$75.00** for this school year. This amount is 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 paraeducators when purchasing classroom enrichments so that paraeducators will also benefit.

Remember to save your receipts in order to receive a reimbursement. Copies of receipts are acceptable. WLES PTA can reimburse for teaching/classroom enrichments only. The PTA can not 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 contact 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 available online at www.waterslandingpta.com or by request at my email address below.

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 about what is reimbursable or if you need a form, please feel free to contact me at ackerman_denise@hotmail.com or 301.515.4710.

Sincerely,

Denise Ackerman
WLES PTA Treasurer

Please return to PTA mailbox with attached receipts:

Teacher's name	Date	Amount
		Not to exceed \$75.00

Items purchased:

_____ President's signature	_____ Treasurer's signature	_____ Date
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Teachers--- Don't worry about getting the above signature, I will obtain them.

_____ Check #	_____ Date delivered
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