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**TEACHER EXPENSE VOUCHER
SPECIAL REIMBURSEMENT
2008-2009**

The Perry Hall Middle School PTSA is pleased to present this certificate to each classroom teacher and ancillary personnel (as defined by the PTSA Executive Board) for a maximum credit of \$40/\$60 for the purchase of items for the educational support of the your students. This voucher is NOT to be used for student recognition items related to grade/team awards assemblies.

Please follow these directions in order to obtain your reimbursement:

1. Ensure items purchased are for DIRECT educational support for students.
2. You will be REIMBURSED for expenditures of up to **\$40 for returning teachers and \$60 for new teachers**. The receipts must be dated after August 18, 2008 and before April 30, 2009.
3. Turn in this certificate with appropriate original receipts to the PTSA Treasurer's folder in the PTSA mailbox by **May 30, 2009**. (No expense vouchers will be accepted for reimbursement after this date.)
4. Please submit only one voucher per year. You may combine your certificate with other appropriate staff members if the item(s) of educational support amounts to more than the singular \$40/\$60 amount and students from the classes of all the staff members will benefit.

Make check payable to: _____

Purpose(s): _____

Itemized expenses:

_____	\$
_____	\$
_____	\$
_____	\$
Total Amount*:	\$ _____

*Maximum reimbursement will be \$40/\$60. Receipts must be attached to this voucher.

Teacher: _____ Dept: _____

I am a returning new teacher at Perry Hall Middle School and a current member of the Perry Hall Middle School PTSA.

Date submitted to Treasurer: _____

For Treasurer's Use Only:

Check Number: _____	Account Number: _____	Date: _____
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