



Schuylkill Valley Middle School PTO
Classroom Allowance Form

\$50.00 maximum for all teachers in grade 5-8
Please staple all appropriate receipts to the back of this form.
Please keep a copy of these receipts for your records.

Teacher's Name: _____

Grade: _____

Date: _____

Email Address: _____

Amount Requested: _____

Number of receipts submitted: _____

Brief listing/description of items purchased:

Signature of Principal: _____ Date: _____

Signature of PTO treasurer: _____ Date: _____

For treasurer use only: Check # _____ Amount _____ Reimbursed on _____

SVMS PTO Classroom Allowance Guidelines

Each year, SVMS PTO will make available \$50.00 to each classroom teacher in the middle school. This money is to be used by the classroom teacher to help defray out-of-pocket expenses incurred by the teacher for the classroom educational materials not provided through normal school district budget process.

Classroom teachers are requested to follow the procedure outlined below in order to secure the allowance provided by SVMS PTO.

1. Teachers should purchase appropriate educational materials for the use in their classroom using personal funds.
2. Receipts are to be retained by the teacher, which clearly show the date of the purchase, the name/description of the item(s), and the cost of each item.
3. Prior to having items “rung up” at the cash register, effort should be made to separate items purchased for personal use from those which the SVMS PTO allowance will be sought.
4. If the cash register receipt does not print the name/description of the item on the receipt, the teacher should print that information on the receipt in front of the item’s cost.
5. If a cash register receipt cannot be obtained, the teacher should write a description of the item(s), the cost of the item(s), the date of purchase, and the name of the vendor in the description section of the request form and sign the form.
6. All receipts should be placed in an envelope and stapled to the completed SVMS PTO Classroom Allowance form, a copy which appears on the reverse side of this document.
7. The completed form and all receipts are to be submitted to the building Principal for signature.
8. Building Principal will forward to the SVMS PTO treasurer.
9. The completed form and substantiating receipts may be submitted any time after the first student day of school year, but must be received by the SVMS PTO treasurer prior to May 16th. If a later date is needed please contact Victoria Grebloski at VictoriaGrebloski@gmail.com ,we will try to accommodate these requests.
9. Only one SVMS PTO Classroom Allowance form may be submitted each school year.
10. The SVMS PTO Classroom Allowance check will be made payable to the teacher and forwarded to the teacher as quickly as processing permits.