



## **Welcome Back!**

### **2023-2024 School Year**

Dear Dublin Elementary Teachers & Staff,

The PTA has approved an allowance for all teachers and staff of \$300 per classroom to purchase supplies. In addition, \$100 per grade level teacher has been approved for books. We are asking that each of you volunteer at one PTA event during the year to qualify for this allowance, as well as become a PTA member.

We also have an allowance that we will be using to update the literacy libraries and to create a new STEM library. We will be working with Ms. Bigi and the team to update those.

Please remember:

- **This allowance must be used in the 2023–2024 school year and does not roll over for use in the following year.**
- **All reimbursement forms must be submitted at the latest by Friday May 31<sup>st</sup>, 2024 and include detailed original receipts.**
- **Supplies purchased must be for classroom use and must directly benefit the students.**
- **Books purchased with the PTA allowance must remain in the classroom or at school for future use.**

The 2023-2024 Reimbursement Form is attached for your reference. Please print additional copies, if needed.

If you have any questions, please contact me at [dublinptatreas@gmail.com](mailto:dublinptatreas@gmail.com)

As always, thank you for everything you do!

Lindsey Banes  
Dublin Elementary PTA Treasurer

# Dublin Elementary PTA 2023-2024 Payment/Reimbursement Voucher

This form **MUST** accompany all requests for funds

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

Submitted By: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Description & Purpose of Request: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

How would you like to receive your check?

Mail

Pick up in office

Send home with Student

Notes:

1. Please complete only the top portion of this form.
2. **ORIGINAL** receipts, invoices, and/or contracts **MUST** be attached in order to receive reimbursement.
3. Please retain a copy of this form and receipts for your records.
4. Put this form in the PTA mailbox or red Treasurer's folder. A scanned copy of this form and receipts can be emailed to **dublinptatreas@gmail.com**; however, the original form and receipts should subsequently be submitted for record keeping.

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## For Treasurer Use Only

Committee/Event: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

PTA Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

PTA Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Issued to: \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_ Check Date: \_\_\_\_\_