



TEACHER/STAFF ALLOWANCE

- Use this form to request your annual classroom Teacher/Staff Allowance.
Allowance amounts:
 - o Full-Time Teachers/Staff - \$150.00
 - o Part-Time Teachers/Shared Staff (Orchestra, ELT, Advanced Learner, Office) - \$100.00
- Complete this form and place it in the **Principal's** mailbox by **February 28, 2020**.
(Note: SPASD budget deadline may be different than SCOT's deadline.)
- For reimbursements, attach itemized/detailed receipt(s). Credit card statements are *NOT* accepted.
For orders, contact Tracy Reuter and attach a copy of the purchase order to this form.
- Non-consumable items reimbursed or paid for by SCOTS are the property of Token Springs and will remain for student use. Any unused funds will remain in the SCOTS account.
- All purchases should be classroom focused. Personal purchases will not be reimbursed.
- Contact SCOTS Treasurer, Shana Feuling Weber, at tokenspringssco@gmail.com with questions.

Name: _____

Position: _____ Grade/Area: _____ Full-time Part-time (Circle one)

Phone Number: _____ E-Mail: _____

Amount Requested: _____ First Request for 2019/2020? Yes No (Circle one)

Items purchased: (Please attach itemized/detailed receipts or copy of purchase order)

Principal Signature: _____ Date: _____