

## **MPHS PTSO Teacher's Request for Funding/Expense Reimbursement**

The PTSO encourages faculty members to apply for funding assistance/expense reimbursement to assist with enhancing instructional practice, purchasing instructional materials, or small licensure expenses less than \$200. Please allow **2-3 weeks** for approval and fund availability. The Board meets once a month to review and approve these requests. If the matter is more urgent, please indicate this on your request. We will make some exceptions for urgent matters.

**Funding can only be spent on specific application requests made within the current academic year.**

### **IMPORTANT / STEPS:**

All requests **MUST** go through the appropriate channels **prior** to PTSO approval. Your Department Chair must review, approve, and sign the application;

After Department approval, the application should be sent to Mr. Folk for approval & signature: [robert.folk@cms.k12.nc.us](mailto:robert.folk@cms.k12.nc.us).

Once Mr. Folk has approved, please complete the Check Request document as well and include all information (Reimbursement Form, Check Request, and copy of Invoice/confirmation of payment/cost quote/etc.) in your submission to the PTSO Board Treasurer (via email or school mail folder - located in the MPHS mail room). The email address is [MPHS.PTSO.Treasurer@gmail.com](mailto:MPHS.PTSO.Treasurer@gmail.com). Again, check issuance may take 2-3 weeks depending on when the Board is meeting next.

**GUIDELINES:** Approval is based primarily on the following considerations:

- The impact of the program/project/materials on students and the school.
- Funding will be considered only after other potential sources of funding (e.g. department funds, fundraisers) have been pursued by the applicant.
- The ability of the project/need to continue without additional PTSO funds. In most cases, funding is not provided for on-going support of programs.
- Money must be spent only on specific application requests. If there is a change in the request, the PTSO needs to be notified and will review the modifications for approval.
- The expense must support and be consistent with Myers Park High School's vision and goals.

(Over to next page)

## **MPHS PTSO Teacher Grant Request Form (Continued)**

### **General Information:**

Name	
Email	
Amount Requested	
Department Name	
Grades Impacted	
Date Submitted	
Date Needed (no "ASAP")	

### **Approval Process:**

#### **Department Chair Review & Approval:**

Department Chair Name	
Signature	
Date	

#### **Principal Review & Approval:**

Signature	
Date	

#### **PTSO Use Only**

Decision Reached (approve or no)	
Board Approval Date	
Funding Amount	