



October 1, 2017

Dear Teachers,

The HSA is pleased to once again be able to offer teacher grants. This year, we have \$2000 in grant money available to you, and we will be honoring requests of \$100 or less, first come, first served, until those funds are depleted.

Attached, please find the Teacher Grant Request Form. Please consider the following when completing the form:

- Determine that the items requested **are not available through district/school funds**.
- Teachers may pool their grant money to share a more expensive item. Please indicate this on the form.
- You may do either of the following:
 1. Make your purchase and submit your receipt for reimbursement to the Treasurer.
 2. Request a check using the Teacher Grant Request Form for the exact amount payable to the vendor.

Completed Teacher Grant Request Forms should be placed in an HSA drawer in the main office or emailed to: sunnymeadhsatreasurer@gmail.com. On behalf of the HSA, we encourage you to take advantage of this opportunity. All grant requests must be submitted by **Friday, June 2, 2018**. Please feel free to contact us if you have any questions.

Happy shopping!

Sincerely,

The HSA Board
sunnymeadhsaboard@gmail.com



Teacher Grant Request Form

Date: _____

Teacher Name: _____

Items to be purchased: _____

I would like to (choose one):

- Buy the item(s) and submit receipt for reimbursement.
- Request a check for the exact amount of the item(s) payable to the vendor.

Order form or description must be attached.

Vendor Name to appear on check: _____

Exact amount of check (incl. s/h, tax): _____

Additional Information: _____

***Please return this request to the HSA drawer in the main office or email to:
sunnymeadhsatreasurer@gmail.com. All requests must be received by June 2, 2018.***

For committee use only:

Date request received: _____

Date receipt received: _____

Date check distributed: _____

Check number: _____