

**Sunset Elementary PTA  
Staff Allocations/Grants/Grade Level Enhancement/  
CIP Curriculum Focus Reimbursement Form**

Revised 03/05

**Please attach receipts or bills to this form**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Check One:  Staff Allocation\*

Grade Level\*

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

Staff Grants\*\*

CIP Focus\*\*

Purpose of Funds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Submitting: \_\_\_\_\_

If this is a request for an entire grade level, please have ALL teachers in that grade level sign below:

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

\*Staff Allocations and Grade Level Enhancements are made at the beginning of each school year allocating specific funds to each person on staff/grade level.

\*\*Staff Grants and CIP Focus are requests for the current year that were approved at the end of the previous school year by the Budget Committee.

**(For Treasurer's Use)**

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

Budget Category Charged: \_\_\_\_\_

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

Remaining Amount Available: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_