

# TEACHER GRANT AGREEMENT

\_\_\_\_\_ PTA/PTSA hereby gives to \_\_\_\_\_ teacher  
a monetary grant in the amount of \$ \_\_\_\_\_ (check # \_\_\_\_\_).

This grant is for the sole and express purpose of : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is agreed between the PTA/PTSA and the teacher that the grant will be spent for its intended purpose  
on or before \_\_\_\_\_, 20\_\_\_\_\_.  
Date

Any unused portion of the grant will be returned to the PTA/PTSA. It is further agreed that failure by the teacher to fulfill the terms of this grant as specified herein and by the dates stated herein will result in the grant being returned in full to the PTA/PTSA. When the terms of this grant have been met, the school will present a written report to the PTA/PTSA with full disclosure of expenses incurred.

All financial grant agreements between the PTA/PTSA and the School must be reconciled and closed by the end of the fiscal year in which the funds were granted. The terms of this grant may not be changed verbally. Any changes to the grant agreement will require the parties to enter into and sign a new financial grant agreement.

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
PTA/PTSA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
PTA/PTSA Treasurser

\_\_\_\_\_  
Date