



**Coleytown Middle School
2022-23
Enrichment Resource Contribution (ERC)
Program Guidelines**

1. All teachers will be allotted **\$100** in Enrichment Resource Contribution (ERC) from the PTA.
2. Please do not pay sales taxes as the PTA is a tax-exempt organization, and we therefore cannot reimburse tax incurred. **The PTA's tax-exempt number is: 11364.** The Tax-Exempt Certificate is also available on the CMS website under the PTA tab / PTA Reimbursement & Deposit Forms (scroll down to link at bottom).
3. Funds are to be used solely for the purpose of student enrichment and must be relevant to your grade curriculum or subject area.
4. Teachers who are uncertain about the appropriateness of a purchase should contact the PTA Grants Administrator Erica Winkler at holmberge@yahoo.com
5. ERC funds can be combined for use by teachers within departments and grades. However, pooling of funds with teachers in other departments is not permitted.
6. Upon the purchase of goods or services, teachers should submit a completed "*ERC Reimbursement Form*" with respective itemized invoices or receipts and place in the Reimbursement Folder "PTA Treasurer" mailbox.
7. Once the reimbursement form, with the itemized invoice/receipt has been submitted, the PTA Treasurer will review the form and reimburse for appropriate purchases.
8. No checks will be written directly to any teacher without an itemized invoice or receipt.
9. **ERC is granted for use during the current school year (2022-23). Please spend ERC money by 4/30/23. Unused money at the end of the school year is not transferable to the next year.** These monies will be used at the discretion of the PTA Executive Board.
10. All questions regarding the use of Enrichment Resource Contribution should be directed to the PTA, Erica Winkler, holmberge@yahoo.com

Thank you!